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ABSTRACT

The manual includes information on resource materials relating to funding for handicapped students, The work is divided into the following sections: federal resources (federal agencies for funding, federal information centers, federal executive boards, and regional and local federal offices); national information sources on handicapping conditions and related services (advocacy, consumer, and voluntary health organizations, professional and trade organizations, and religious and sports organizations serving the handicapped); state resources (Governor's Committees on Employment of the Handicapped, Crippled Children's State Agencies, state administrators of vocational rehabilitation, state and community groups in Utah); corporation resources (types of corporate support, examples of corporate donations); foundation resources (national foundations, Utah foundations, foundation research tools); and reference resources (journal and document research articles). (CL)

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FUNDING RESOURCES FOR THE HANDICAPPED

Allen G. Evans

1896

THE MORONI L. JENSEN
UTAH STATE HOUSE FELLOWS PROGRAM

SCOTT M. MATHESON
GOVERNOR

1981

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FEDERAL
ASSISTANCE
For Programs Serving
The Handicapped

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INTRODUCTION

The purpose of this manual is to fulfill the requirement of the Fellowship Study for the Utah State House Fellows Program. During the past year materials, guides, research articles and books were gathered and utilized in the compilation of this manual. The intent of this manual was to focus the numerous resource materials relating to funding for the handicapped in one comprehensive resource guide. Although many of the materials are national in scope, it was attempted to research and locate materials pertinent to state and local resources of funding.

Those sections that relate to Utah resources will also be valuable to other states as many of these same organizations exist in other states as well.

More specifically, federal funding sources relating to the handicapped are listed along with comprehensive sections on foundation and corporation funding.

The section on Utah Foundations should prove especially valuable to grant writers as the state has not compiled this previously. The Journal and Document Research Articles Section (also previously unpublished) contains research articles relating to funding and the handicapped over a period of approximately 15 years. A national computer search was undertaken to locate National Foundations which provide funding for programs for the handicapped not restricted to geographical areas.

Finally, comprehensive bibliographies and resource lists are included to assist grant writers in locating appropriate resources.

ACKNOWLEDGMENTS

The author would like to express appreciation to Dr. Paul Sagers (Division of Developmental Disabilities/Mental Retardation), to Superintendent Lavis and Dr. Gary Nakao (Utah State Training School), Pennie Hansen for her typing and finally to Sharon Evans for their support during the preparation of this manual.

Allen G. Evans
Utah State House
Fellows Program
1980-1981

Allen G. Evans

WRITING THE PROPOSAL

While each funding source will have its own requirements which should be followed closely, most will contain the following components:

1. Abstract
2. Table of Contents
3. Statement of Need
4. Goals and Objectives
5. Methods (Procedures or Activities)
6. Evaluation Design
7. Dissemination Procedures
8. Calendar of Events or Flow Chart
9. Qualifications of Key Personnel
10. Letters of Support
11. Budget

Abstract

The abstract section should be brief, generally no more than 1 page. It should briefly summarize each major section of the proposal, including the needs addressed by the project, goals and objectives, the methods to accomplish the goals of the project, evaluation and dissemination procedures. It should be clear, concise, and specific.

Table of Contents

Always have a table of contents. This will save the reviewer much time and frustration in locating appropriate sections of the proposal. One reviewer suggests that if the writer is aware of how the project will be evaluated i.e. specific sections they are scored on, that the table of contents be organized to correlate with the reviewers guide.

Statement of Need

This section should discuss in detial the particular need to which the proposed project is responding. Needs assessment data may include reference to test scores, survey data, or other statistical information. If a large number of statistics are to be included, it may be more appropriate to place them in the appendix. Ask yourself whether the project is feasible. A review of the literature may be necessary to provide the support for this section.

Goals and Objectives

A goal is very general. It need not be very specific or measurable. It should be brief, possibly one sentence. In contrast, an objective is very specific, measurable, accountable, quantifiable. The objectives must relate to the goals and both must relate to the statement of need and the methods sections. The objectives should be written to answer the interrogatives — Who? Will do what? When? and How (evaluation component)? The specific numbers you insert in the behavioral objective are not as important as understanding why you did or did not meet the objective and to what extent. A weakness with many proposals is that the goals and objectives are too extensive. Be realistic in being able to accomplish the number of objectives you propose.

Methods (Procedures or Activities)

The procedures and activities necessary to conduct the project for the coming year should be addressed in this section. This section explains how you are going to meet the objectives. Activities for subsequent years (if any) should be summarized briefly. The section should provide evidence of the agency's ability to conceptualize and implement a project of its nature.

Evaluation Design

The evaluation activies should be described in detail to determine whether the project has been effective in responding to the critical area of need identified. A glossary section should be included for defining key evaluation terms i.e. pre/post testing, formative/summative evaluation, etc. Be specific about what data is to be collected, how and by whom. Often, an outside evaluator can be employed to objectively evaluate your project which may also add to the credibility of the total application, since you have borrowed credibility of the evaluating agency.

Dissemination Procedures

How you plan to inform others of the results of the project should be written in this section. Many projects are funded as model projects to be available for adoption in other areas. It is generally useful to develop written materials for this purpose, i.e. curriculum guides, brochures, films, videotapes, sound/slide presentations, etc. Use of the media--television, radio, newspapers, and journals are the usual medium for dissemination.

Calendar of Events or Flow Chart

This section lists simply the ongoing activities during the project period to accomplish the goals and objectives.

Qualifications of Key Personnel

A description of the relevant training, experience, and expertise of involved staff that will enable them to successfully implement and evaluate the project should be addressed here. Further, describe any technical assistance or consultants that will be required in order to implement the project. Don't overwhelme the funding source with volumes.

Letters of Support

Letters should be solicited from agencies closely interacting with the project agency should be secured. The letters should address their involvement and type of support offered.

Budget (See Budget Categories & Comments on following pages)

Approximately 80% of the budget will fall into three components of the Personnel section:

A. Wages and Salaries-list full and part-time staff in the program. A suggested format might include: No. of persons in each position, Title, Monthly salary, % time on project, No. of months employed in grant period, Total requested, Total Donated.

B. Fringe Benefits-list all of the fringe benefits and the dollar costs of these benefits. Some fringe benefits are mandatory, but these vary from state to state. Mandatory fringe benefits may include State Disability Insurance, Unemployment Compensation, Retirement Contributions. These fringe benefits are all based on a percentage of salaries.

C. Consultants and Contract Services-this is the section where paid and unpaid consultants, volunteers, and services for which contracts are made are written. Work performed by volunteers should be documented and records should be maintained on volunteer time which may be audited in the case of some grants.

D. Non-Personnel-section includes space costs, rental, lease or purchase of equipment, consumable supplies, travel, telephone, and other costs. Under space costs, list all of the facilities to be used--both those on which rent is paid and those which are being donated for use by the project. In addition to the actual rent, the costs of utilities, maintenance services and rennovations should be included. Rental, lease of purchase of equipment includes office equipment, typewriters, Xerox machines, and other office equipment items. Consumable supplies include such items as paper clips, paper, pens, pencils, etc. Travel should include both local, and out-of-town travel. Be able to justify large travel budgets. Remember installation costs when determining the telephone costs. Other costs might include items such as: Postage, fire, theft and liability insurance, dues in professional associations paid by agency, subscriptions, publications,etc.

BUDGET CATEGORIES AND COMMENTS

	CATEGORY OF EXPENSE	COMMENTS
1.	Project Staff (Based on annual salary or fraction thereof)	Include all project positions that you have identified, either full time or part time.
2.	Supporting Staff (Based on annual salary or fraction thereof)	Include secretary, clerical, aides, artists/reproduction staff, etc.
3.	Administrative Staff (Based on annual salary or fraction thereof)	Include pro-rata share of effort by other operating units: Business Office, Legal Counsel's Office, Personnel Office, Public Information Office, etc.
4.	Consultant Services (Based on Daily Fee/Rate)	Project Consultants, Advisory Committee Members, etc.
5.	Outside Service Contracts (Based on Quoted Total Fee)	Evaluation, Data Processing, Instrument/Materials Design, etc.
6.	Communications (Based on estimated use)	Include postage, telephone use charges and lease fees
7.	Supplies (Based on estimated use)	Include items that get used up, e.g., typewriter ribbons, paper, etc.
8.	Equipment (Purchase) (Based on initial cost and/or allowable depreciation)	Charge desks, claculators, etc. You may only be allowed to charge a pro-rata share of such items to the project as determined by the item's remaining value at the end of the project.
9.	Equipment (Rental or Lease) (Based on applicable rate(s))	For items having high initial cost and high remaining value, but low organizational utility at the conclusion of the project.
10.	Travel Cost (Air) (Based on Round Trip Coach fares)	For all categories of personnel (1-4) include airport tax/parking.
11.	Travel Cost (Car) (Based on allowable mileage allowance)	For all categories of personnel (1-4).
12.	Travel Cost (Rental Car, Taxi, or Limousine (Based on quoted rates)	For all out of town travel of personnel (1-4).
13.	Travel Cost (Per Diem) (Based on allowable rate(s))	For all off site activities of personnel (1-4).

14.	Facilities Expenses (Based on applicable rates)	For meetings, laboratory, Access Fees, etc.
15.	Printing/Reproduction/Binding (At applicable costs)	Reports, files, memoranda, hand-out materials, etc.
16.	Fringe Benefits (Usually a percentage of dlooars expended for salaries)	Retirement, Vacation, Holidays, Pensions, Employee Contribution to FICA, Insurance.
17.	Catalogs, Books	Treat as a supply item.
18.	Dues, Subscriptions	Treat as a supply item.

GRANTS READINESS BOOK

If you've ever written a proposal, especially under time pressure you know how difficult it can be to locate all the data you need to prepare a complete application.

If you've ever sat through an interview with a funding official, you know how hard it can be to keep important facts at your fingertips to answer those really tough questions.

The "Grants Readiness Book" is a convenient way to deal with this. Here's how it works: Just buy a looseleaf binder and a few sets of tabs. Label the tabs as follows. Then put all relevant data on three-hole punched sheets and insert them behind the correct tabs.

Once completed, your Grants Readiness Book is a sourcebook you can use to find statistics, names, staff credentials, results of studies, and other information you can use when you:

-write proposals

-prepare for interviews with grants officials

-respond to unexpected grant opportunities

SUGGESTED TABS IN YOUR GRANTS READINESS BOOK

1. Credibility - statistics supporting past successes and illustrating the needs you serve. Graphs, charts, etc.
2. Evaluation - showing your success in past efforts.
3. Uniqueness - descriptions of how your project is different and better than others available.
4. Experts/Studies - quotes, texts of speeches, interviews with experts related to your program area.
5. Bibliography - report on the literature in your field.
6. Advisory Committee and Board of Directors - include a list of your present Advisory Committee and Board of Directors with brief resumes.
7. Contacts - records of "linkages" between your agency, your Board, and funding officials.
8. Publicity/Brochures - photocopies of the best news articles about your organization.
9. Budget - for new projects and all relevent data on costs, salaries and income.
10. Tax exemption letters -
11. Staff/Resumes - with salaries, resumes of key personnel and associated staff.
12. Future Funding - your plan for getting support after the grant ends.
13. Proposals - samples of your best grant proposals.
14. Grant Requests - records of prior grant requests, with results and current status information. Include rejection letters from future funders.
15. Agency History - a time line of major agency events, or a "boilerplate" one-page prose history.

16. Mission Statement - or purpose of your agency.

17. Resource Inventory - analysis of agency resources available for projects.

18. Demographic Profile - of your community.

19. Community Opinion - results of surveys, endorsements, input from key leaders.

20. Needs Assessment - data proving the needs your address.

21. "Wish List" - a list of projects you would start if money were no object.

22. Case Statement/Project Summaries -

23. Funding History -

24. Funding Opportunities -

25. Past Budgets - of your organization and its programs.

26. Organization Chart - showing who reports to whom in your agency.

Taken from:
Falstreau, A.B., Maillard, E.C., DeVol, R.G. and Soto, Y. Program Expansion Training. Alan Short Center, and The National Committee Arts for the Handicapped, 1980.

ONE REVIEWER'S IDEAS ON HOW TO GET THE REVIEWER'S ATTENTION (AND THE MONEY)

Many government agencies award grants to organizations to provide services, do research, and demonstrate programs. In some cases, government officials study grant proposals (written requests for money), and decide which will receive funding.

Sometimes, informed outside knowledge is also utilized. In these cases, the government agency assembles a panel of experts to study the proposals and judge which are the best. Afterwards, the agency uses the panel's evaluation in making a final decision.

In this article, I will describe my experience on such a panel. In order to preserve confidentiality, I will not state where I worked, nor reveal the specifics of any proposal. All names and descriptive information will be fictitious. Because it typifies much about the grant review process, my experience can help people who want grants. By knowing how proposals are reviewed, grant seekers can write their requests for funding better.

I first met my fellow panelists in a conference room at the agency sponsoring the grant. Many of the 20 panelists seemed to already know each other: They had reviewed grants together before. Some people were former employees of the agency.

After introducing ourselves, the meeting commenced with an official of the agency explaining the review process.

First, we panelists would read the grants by ourselves at home. We would score them according to a checklist, and write down our impressions of their quality. Then we would determine whether or not they deserve funding from the government. Finally, we would meet in groups to reach agreement on the quality of each grant.

"Your decisions are advisor," the official stated. "We are not bound by them. This is because we may have some information you don't have. But if we do overrule you, we must put in writing why we did so."

He warned us to keep our deliberations confidential. "It's extremely important not to discuss these proposals with your acquaintances," he stressed. "If you say to someone else, 'Boy, that application from such and such a program was a real turkey,' word will get back to that program. Believe me, it happens."

"Then the director calls us and says, 'How come you got so and so to review my application! I happen to know he hates me personally and his agency has been fighting with us.' This kind of thing compromises the whole process."

According to the official, people who submit proposals can get copies of the panel's evaluations under the freedom of information act. Our names will be struck out, but a listing of the names of the entire panel is available.

ADVICE ON HOW TO DO THE JOB

"Be professional in your review," he continued, "and specific in your comments. Don't write simply 'This is a joke.' No matter how the proposals may seem to you, people have worked hard on them. So respect that."

We were warned against conflict of interest. We were not supposed to review grants if they involved our relatives or organizations in which we had a financial interest.

"Now, if you know the grant seeker, it does not necessarily mean a conflict of interest," the official explained. "Many of us know some of these people. But if you've published with them consistently for two years, then you don't want to review their grant.

"There's also apparent conflict of interest. For example, I worked for Kalamazoo County 20 years ago. Now, I won't touch any grant proposal from Kalamazoo County. I won't read it, I won't sign off on it, I won't comment on it. You see, there would always be a question: Did I lean a bit towards them because I worked there? Or did I bend over backwards not to lean towards them?

"So my point is, if you feel the slightest bit uncomfortable reviewing a grant, please see me, and I'll trade you that one for another."

After this, I received my box of grant proposals. It was huge! It was four feet long and I could hardly lift it! It was jampacked with paper, in bright books, with rubber bands, paperclips, manila envelopes, and various types of dividing paper. In 48 hours, I was to read 18 proposals and then return to the conference room for group discussion.

READING THE PROPOSALS

How I got the box from downtown to my home would be a story in itself. When I finally arrived, I again studied the stacks of notbooks and paper. I had been given many forms entitled "External Review and Quality Ranking Checklist." I was to read each grant and fill out a form for each of them.

Fortunately, the first half of the form was simple: Name and address of the applicant; title of the project; my name and address. On the next page, I drafted an abstract of those proposals for which I was primary reader.

This was followed by five pages of questions about the proposal. I had to answer each one "Yes," "No," or "CND," which means "Cannot Determine."

The questions covered the following topics:
--can the applicant legally receive funding;
--the plan to assist people, who they are, and how they will be selected;
--the qualifications of the staff, their ability to do the activities specified in the proposal, and how they will evaluate the project;
--the need for the project;
--the written materials the organization plans to use;
--whether too much or too little time is devoted to each step of the project;
--whether too much or too little money is requested.

Not only did I answer these questions, but I had to list weaknesses of each funding request. All my comments had to be backed up by reference to page numbers of the proposal.

After I read a proposal, I ranked it on a scale of 1 (seriously inadequate) to 7 (excellent). Then I decided whether to recommend that it be "approved" or "disapproved" for funding.

The task was good practice for reading comprehension tests. Not only must you read and remember, but you must make decisions on what you read. You have to study each part of the grant, and then integrate them in your mind to decide on their merits. Slowly, as I read, the mass of papers became live people and real programs.

WHAT INFLUENCED ME AS I READ?

Although I tried not to pay attention to the appearance, they made an impression. I preferred proposals that had large margins and lots of white space. Could I read the type easily? Was the paper heavy and the xeroxing centered?

A few grantees won my heart by having copies of the evaluation form in the beginning of the proposal and writing in the page numbers containing the relevant information.

I reminded myself over and over again to judge the program, not the proposal! But with the amount of work to do, in the time available, I could not help being angry when I had trouble reading a proposal.

Clear writing and well-organized content were important. Could I understand what the grant seeker was talking about? Was it easy to find the information, or was it buried under mounds of verbiage?

For example, I had to find how people were selected for assistance. Then I had to make a judgement on the selection scheme. Obviously, when the selection process was clearly noted, I didn't have to extract information. No matter how good the ideas, if I couldn't find them in the grant, I had to take points off.

Many people believe that grant reviewers weigh proposals and then fund the heaviest ones. This is untrue. However, the more detail included in the proposal, the more likely it is to have what the grant reviewer needs to locate. So in general, larger ones received higher ratings.

After I read and filled out the form, I had to decide if the project was worthwhile. Was it unique? Was it worth the cost to the government? Sometimes, I reread parts of the proposal. I studied staff and budget sections carefully. If the project appeared to have a good reputation, it was more likely to earn my approval.

I disliked one proposal that would use money to train private high school students. As I read between the lines, I could not help but think they were trying to use federal money for what should be paid by tuition.

Another project, which I will call the TACOMA project, impressed me. It's purpose was to train culturally deprived teachers how to help handicapped children. Since most of the schools were in inaccessible areas, educational television would be used extensively.

The grant did not require a lot of money. It only requested two staff members. Overhead (which is a percentage of each grant that pays for utilities, office supplies, and any other costs which are not budgeted) was low.

Unfortunately, the proposal did not answer many of the questions on my form. It was not well written and lacked much required information. I felt strongly that the major problem was the lack of a good grant writer.

I chose to approve it.

I read and read. Some grants seemed excellent. Others were poor. It took self-discipline to concentrate on the proposal, rather than read the brochures and books often included in the appendices.

Finally I finished. I dragged four feet of grant proposals back to the conference room, prepared for group discussion.

BUILDING CONSENSUS

The panel of 20 people divided into three groups. Each met separately to evaluate a set of 18 grants assigned to the members of that group.

With each proposal, everyone first stated how they ranked it. Then, each group member designated as "primary reader" for that proposal summarized the facts and explained his or her ranking. Each aspect of the proposal was discussed by the group, with one member serving as recorder.

A government official from the granting agency attended this meeting to see that the review proceeded fairly, and to answer questions about agency regulations. The official was not permitted to vote or to state any opinions on the proposals.

In some instances, we agreed quickly. One proposal received the highest ranking possible from all of us. It included everything required and was well written.

When it came to the TACOMA project, however, I was alone in supporting it. Although it was obvious to me that the area needed the grant money, the need was not documented in the proposal. Also, there was no explanation how the people who would receive services would be chosen.

Few letters of support accompanied the proposal, and some important information was missing altogether. Questions from my fellow panelists made it obvious that I was unable to substantiate my feelings with facts.

Ultimately, I was persuaded to disapprove it. I felt badly, because I had caught a glimpse of a small program in a poor area that could use the money well. But as a grant reviewer, I had to be objective. Facts on the papers in front of me were important. My personal feelings and what I thought the grant implied were not supported by the grant proposal.

We kept each other objective. All of us were affected by our value judgments, but we cancelled out each other's bias. For example, at one point, I looked at a proposal in which 25 percent of a staff person's time would be spent chairing an organization and serving on various committees.

I felt that much of this was for personal development, and should not be funded by the grant. But members of the group convinced me how such participation would help the proposed project.

Group members brought a variety of perspectives to the deliberation. One person noticed that the staff members on one project were all part-time, a fact which had escaped everyone else. Another reviewer was worried about a project director devoting only 20 percent of his time to supervising the project. One lady was an expert on goals and objectives, and informed us when objectives were not stated in measurable terms.

When we had a strong disagreement about a grant proposal, we talked about it and decided on one rating. Sometimes, we compromised. Other times, one person could change everyone's minds.

One woman was especially effective at persuading the group. She studied each grant thoroughly. She backed every statement with facts. She knew how to challenge people and to ask skillful questions. On the other hand, when she was proven wrong, she gave in quickly.

Reviewing the proposals was exhausting. Each of us read for two days. Then for a full day and a half, we met in groups and discussed details. Finally it was over.

I left the grants review room and walked to my office where I knew a full inbox and a stack of yellow phone messages awaited me. I felt accomplished.

For four days, all of us had tried to be fair. We had put up with the complicated system of checklists and discussions. We also had overcome our feelings and professional biases.

We had made a tiny contribution toward good government, a small dab of oil in a huge machine, a light tap on a wheel that hundreds were pushing. But we had done our best to help spend the taxpayers' money wisely.

If you're working on a grant proposal, remember--be thorough, write well, and include all required information. Package it neatly and even with flair. Of course, your project must fulfill a real need. If so, then your grant request has a good change of winning high evaluations from proposal reviewers.

--Dale Brown

Taken from: Disabled USA, President's Committee on Employment of the Handicapped, Vol. 4 (No. 7), 1981

FEDERAL RESOURCES

TIPS ON READING
CATALOG OF FEDERAL DOMESTIC ASSISTANCE ENTRIES

1. Federal Agency

Don't contact this agency. Instead, contact the agency under "Information Contacts" below.

2. Authorization

First two digits in bill number refer to Congress that passed the legislation (i.e., 94-142 is from the 94th Congress). Last digits refer to the order it was passed by Congress.

3. Objectives

Usually too vague. Contact a program officer to get more detailed objectives.

4. Types of Assistance

Don't give up if it says "formula grants." Contact the agency and ask who administers the distribution of funds, and how.

Also, "Technical Assistance" (non-cash grants) are often less competitive. They can help you get your "foot in the door."

5. Credentials/Documentation

If there is a "state plan" requirement, get a copy of it, read it, and talk to state officials about how you might fit into it.

FMC = Federal Management Circular
CFR = Code of Federal Regulations

6. Application and Award Process

Get the details on "Preapplication Coordination," especially the A-95 clearinghouse review procedure. These can increase your lead time considerably.

Call and ask about possible change of deadline dates.

7. Assistance Considerations

Call program officers for more detail on matching funds requirements.

8. Financial Information

Don't trust figures here. Instead, call and find out how much money is available under the program. This section sometimes includes average grant size and grant range.

Check obligations figures for past years. If they are going up, new monies are becoming available. If they are going down, little new funding will be given (funds are often used to support previously funded programs).

9. Regulations, Guidelines, Literature

CFR = Code of Federal Regulations

Write and ask for any data mentioned here.

10. Information Contacts

Contact (1) after reviewing printed materials or (2) if you don't receive them. If you are unsure of deadline information, call first for details.

Get people's names when you call. When referred to another official, use the first official's name.

11. Related Programs

Check these other sources of potential funding, but don't limit yourself to them. Other ways to find out about related programs include:

1) talking to a program officer
2) talking to present grantees
3) reading the Federal Register regularly
4) being on the mailing lists of all appropriate agencies

Source
Public Management Institute

LETTER CODE DESCRIPTIONS

The letter(s) following each OMB identification number is described as follows:

(A)	Formula grants to States provide support to ongoing State programs usually for improvement, expansion or innovation. States are automatically eligible for a share of these funds. The amount of funds each State receives is determined by a formula which takes many factors into account. Factors commonly used are population, unemployment rate, income levels and numbers of disabled persons or disabled veterans. The formula is set by law and each formula is unique. Public or private organizations wishing to explore funding through the special projects component must directly contact the Federal or regional office of the appropriate Federal administering agency.
(A) (B)	Some formula grant programs contain a specific amount of monies for special projects of regional or national significance. These programs operate under the same guidelines as "A" type grants, except that by law, a certain amount of money is set aside by the Federal administering agency to also fund special projects. Public or private organizations wishing to explore funding through the special projects component must directly contact the Federal or regional office of the appropriate Federal administering agency.
(B)	Money for Project Grants (designated "B") flows directly from the Federal Government to state or local governments, institutions (e.g. colleges) and public or private organizations. Money is used for *specific* projects, research or demonstration, services or products. Examples of project grants are: research grants, training grants, experimental and demonstration grants, evaluation grants, planning grants, construction grants, fellowships and scholarships. Applications are made by the eligible entity to the appropriate Federal offices either in the Regions or in Washington.
(P)	Contracts (Designated"P") are awarded by the Federal Government when it wants specific research done or a particular problem addressed. Contracts may be awarded for personal or professional services or for any service rendered by a university, hospital, public agency or non-profit organization. Some contracts are awarded on a competitive basis. These contracts are announced by the publication of Requests for Proposals in *Commerce Business Daily*.
(D)	Direct Payments with Unrestricted Use: Payments go to individuals who meet certain eligibility requirements such as level of income and assets for Supplemental Security Income payments, or miners afflicted with Black Lung Disease. The money can be used for any purpose the individual sees fit.
(C)	Direct Payments for Specific Use: Payments by the Federal Government go directly to individuals, private firms, and institutions (such as hospitals and nursing homes) to pay for specific purposes such as medical expenses, or to purchase an automobile for certain disabled veterans.
(E)	Direct Loans are made to individuals for setting up a small business or to help disabled veterans to acquire suitable housing, or to private nonprofit corporations and consumer cooperative for construction or rehabilitation of rental housing for the elderly and handicapped.
(F)	Guaranteed or Insured Loans: The Federal Government guarantees or insures lenders or employers against losses through default on loans they make to Federally endorsed groups or for Federally endorsed purposes. Numerous agencies and applicant and his family; and weatherization; purchase or Government administer the nearly twenty programs of compensation for service-connected permanent or partial disability. Direct loans are also available under the Veterans' Housing Program for disabled veterans with other-than-dishonorable discharges from the service.

(K) Advisory Services and Counseling: Federal specialists make themselves available for counsel or advice/consultation with communities or individuals.

(L) Programs that publish and distribute specialized or technical information or data through clearinghouses, libraries or publication divisions.

(N) Investigation of Complaints: Claims made formally or informally charging that federal laws, policies or accepted procedures have been violated are administratively investigated by Federal agencies. Claims must come from outside of the Federal Government.

(J) Provision of Specialized Services: Federal personnel perform services for the benefit of communities or individuals such as the operation of special VA programs.

(I) Use of Property, Facility and Equipment, such as the loan of books for blind and handicapped individuals.

(H) Sale, Exchange, and Donation of Property and Goods: Programs which provide for the sale, exchange or donation of federal real property, personal property and other goods. Eligible recipients may be states, non-profit organizations, schools and institutions or individuals.

(O) Federal Employment: Direct assistance to handicapped individuals to obtain federal employment is provided.

APPLICANT ELIGIBILITY INDEX

This index summarizes directory listings in terms of who is eligible for each program's assistance: state, public or private organizations, and/or individuals (designated S, O, and/or I below). Entries are listed in ascending order by OMB number. Programs in the new Department of Education are listed by their old and new numbers.

		Eligibility
10.410	Low to Moderate Income Housing Loans	I
10.415	Rural Rental-Housing Loans	I
10.417	Very Low Income Housing Repair Loans and Grants	I
10.423	Community Facilities Loans	S,O
10.550	Food Distribution	S
10.551	Food Stamps	S
10.556	Special Milk Programs for Children	S
10.557	Special Supplemental Food Program for Women, Infants, and Children	S
10.558	Child Care Food Program	S
10.55[illegible]	Summer Food Service Program for Children	S,O
10.881	Cooperative Extension Service	S
12.500	U.S. Soldiers' and Airmen's Home	I
13.211	Crippled Children's Services	O
13.231	Maternal and Child Health Research	S,O
13.232	Maternal and Child Health Services	S,O
13.233	Maternal and Child Health Training	O
13.242	Mental Health Research Grants	S,O,I
13.243	Alcohol, Drug Abuse and Mental Health Scientific Communications/Public Education	S,O,I
13.244	Mental Health Clinical or Service Related Training Grants	S,O
13.262	Occupational Safety and Health Research Grants	S,O
13.263	Occupational Safety and Health Training Grants	S,O
13.268	Childhood Immunization Grants	S,O
13.281	Mental Health Research Scientist Development and Research Scientist Awards	O
13.292	Mental Health National Research Service Awards for Research Training	I
13.295	Community Mental Health Centers-Comprehensive Services Support	S,O
13.296	Comprehensive Hemophilia Diagnostic and Treatment Centers	S,O
13.400 (84.002)	Adult Education-State-Administered Program	S
13.427 (84.009)	Education of Handicapped Children in State Operated or Supported Schools	S
13.443 (84.023)	Handicapped Research and Demonstration	S,O
13.444 (84.024)	Handicapped Early Childhood Assistance	O
13.445 (84.025)	Handicapped Innovative Programs-Deaf Blind Centers	O
13.446 (84.026)	Handicapped Media Services/Captioned Films	S,O
13.449 (84.027)	Handicapped Preschool and School Programs	S
13.450 (84.028)	Handicapped Regional Resource Centers	S,O
13.451 (84.029)	Handicapped Personnel Preparation	S
13.452 (84.030)	Handicapped Teachers Recruitment and Information	S,O
13.464 (84.034)	Library Services and Construction Act	S
13.482 (84.042)	Special Services for Disadvantaged Students	O
13.493 (84.048)	Vocational Education-Basic Grants to States	S
13.494 (84.049)	Vocational Education-Consumer and Homemaking Education	S
13.498 (84.051)	Vocational Education-Program Improvement Grants	S,O
13.557 (84.076)	University Community Service-Special Projects	S

		Eligibility
13.560 (84.078)	Regional Education Programs for Deaf and Other Handicapped Persons	S,O
13.564 (84.082)	Consumers' Education	S,O
13.565 (84.083)	Women's Educational Equity	S,O
13.568 (84.086)	Handicapped Innovative Programs-Programs for Severely Handicapped Children	S,O
13.570 (84.088)	Libraries and Learning Resources	S
13.571 (84.089)	Improvement in Local Educational Practice	S
13.596 (84.104)	Career Education State Allotment Program	S
13.600	Head Start	O
13.608	Child Welfare Research and Demonstration Grants	O
13.613	President's Committee on Mental Retardation	NA
13.624 (84.126)	Rehabiliation Services and Facilities-Basic Support	S
13.625 (84.127)	Vocational Rehabilitation Services for Social Security Disability Beneficiaries	S,O
13.626 (84.128)	Rehabilitation Services and Facilities Special Projects	S,O
13.628	Child Development-Child Abuse and Neglect-Prevention and Treatment	S,O
13.629 (84.129)	Rehabilitation Training	S,O
13.630	Developmental Disabilities-Basic Support and Advocacy	S,O
13.631	Developmental Disabilities-Special Projects	S,O
13.632	Developmental Disabilities-University Affiliated Facilities	O
13.634	Special Programs for the Aging-Title IVC Discretionary Projects and Programs	O
13.642	Social Services-Low Income and Public Assistanct Recipients	S
13.645	Child Welfare Services-State Grants	S
13.647	Social Services Research and Demonstration	S,O
13.649 (84.130)	Rehabilitation Services and Facilities-Innovation and Expansion	S
13.651 (84.131)	Vocational Rehabilitation Services for SSI Beneficiaries	I
13.653 (84.132)	Centers for Independent Living	S,O
13.654 (84.133)	National Institute of Handicapped Research	O
13.675	Civil Rights Compliance Activities	I
13.676	Surplus Property Utilization	S,O
13.680 (84.134)	Telecommunications Demonstrations for Health Education and Other Social Services	S,O
13.714	Medical Assistance Programs	S
13.773	Medicare-Hospital Insurance	I
13.774	Medicare Supplementary Medical Insurance	I
13.802	Social Security-Disability Insurance	I
13.803	Social Security-Retirement Insurance	I
13.804	Social Security-Special Benefits for Persons Aged 72 and Over	I
13.805	Social Security- Survivors Insurance	I
13.806	Special Benefits for Disabled Coal Miners	I
13.807	Supplemental Security Income	I
13.808	Assistance Payments-Maintenance Assistance (State Aid)	S
13.812	Social Security Assistance Payments Research	S,O
13.865	Research for Mothers and Children	S,O
13.888	Home Health Services and Training Grant Program	S,O
13.890	Genetic Diseases Testing and Counseling Services	S,O
13.950 (84.117)	Educational Research and Development	S,O,I
13.965	Coal Miners Respiratory Impairment Treatment, Clinics & Services	S,O
14.105	Interest Reduction-Homes for Lower Income Families	I
14.138	Mortgage Insurance-Rental Housing for the Elderly	S,O

		Eligibility
14.141	Nonprofit Sponsor Assistance Program	O
14.142	Property Improvement Loan Insurance	I
14.149	Rent Supplements-Rental Housing for Lower Income Families	I
14.156	Lower Income Housing Assistance Program	S,O,I
14.157	Housing for the Elderly or Handicapped	O,I
14.203	Comprehensive Planning Assistance	S,O
14.218	Community Development Block Grants/Entitlement Grants	Local Govts.
14.219	Community Development Block Grants/Small Cities Program	S
14.220	Section 312 Rehabilitation Loans	I
15.103	Indian Social Services-Child Welfare Assistance	I
15.400	Outdoor Recreation, Acquisition, Development and Planning	S
15.417	Urban Park and Recreation Recovery Program	S
16.101	Equal Employment Opportunity	I
17.207	Employment Service	S
17.211	Job Corps	S,O
17.232	Comprehensive Employment and Training Program	S,O
17.233	Employment and Training Research and Development Projects	S,O,I
17.235	Senior Community Service Employment Program	S,O
17.243	Special Programs and Activities for the Disadvantaged	S,O
17.301	Equal Employment Opportunity by Federal Contractors	I
17.302	Longshoremen's and Harbor Workers' Compensation	I
17.303	Minimum Wage and Hour Standards	I
17.307	Coal Mine Workers' Compensation	I
20.205	Highway Research, Planning and Construction	S
20.500	Urban Mass Transportation Capital Improvement Grants	O
27.005	Federal Employment for the Handicapped	I
29.001	Clearinghouse Services, Civil Rights and Sex Discrimination Complaints	I
39.002	Disposal of Federal Surplus Real Property	S
39.003	Donation of Federal Surplus Personal Property	S,O
42.001	Books for the Blind and Physically Handicapped	I
43.002	Technology Transfer (TU Program)	S,O,I
47.009	Scientific Personnel Improvement	I
47.041	Engineering and Applied Science	S,O,I
49.002	Community Action	S,O
53.001	Handicapped Employment Promotion	S,O
59.021	Handicapped Assistance Loans	I
64.002	Veterans Community Nursing Home Care	O
64.005	Grants to States for Construction of State Home Care Facilities	S
64.006	Rehabilitative Research (Prosthetics)	S,O
64.007	Blind Veterans Rehabilitation Centers	I
64.008	Veterans Domiciliary Care	I
64.009	Veterans Hospitalization	I
64.010	Veterans Nursing Home Care	I
64.011	Veterans Outpatient Care	I
64.013	Veterans Prosthetic Appliances	I
64.014	Veterans State Domiciliary Care	S
64.015	Veterans State Nursing Home Care	S
64.016	Veterans State Hospital Care	S
64.022	Hospital Based Home Care	I
64.100	Automobiles and Adaptive Equipment for Certain Disabled Veterans and Members of the Armed Forces	I
64.103	Life Insurance for Veterans	I
64.104	Pension for Non-Service-Connected Disability for Veterans	I
64.105	Pension to Veterans' Widows and Children	I
64.106	Specially Adapted Housing for Disabled Veterans	I
64.109	Veterans Compensation for Service-Connected Disability	I
64.115	Veterans Information and Assistance	I
64.116	Vocational Rehabilitation for Disabled Veterans	I
64.117	Dependents Educational Assistance	I

		Eligibility
64.118	Veterans Housing-Direct Loans for Disabled Veterans	I
64.119	Veterans Housing-Mobile Home Loans	I
72.001	The Foster Grandparent Program	O
72.008	The Senior Companion Program	S,O
72.010	Mini-Grant Program	S,O
81.042	Weatherization Assistance	I
B-4	Architectural and Transportation Barriers Compliance Board	NA
B-7	Interagency Committee on Handicapped Employees	NA
B-9	Special User Group Research Programs	NA
B-11	Committee for Purchase from the Blind and Other Severely Handicapped	NA
B-12	Randolph-Sheppard Vending Facilities Program	NA
B-16	Office of Independent Living for the Disabled	NA
B-17	Early and Periodic Screening, Diagnosis and Treatment under Medicaid	S
B-18	Office of Handicapped Concerns	NA
B-19	Nondiscrimination and Affirmative Action	NA
B-20	Office for Civil Rights, Education	NA
—	Summary of NIH Grants	—

Federal Agencies for Funding (Handicapped)

10.881 (A)
Science and Education Administration Extension
Department of Agriculture
Washington, DC 20250
(202) 447-3377

13.211 (A) (B)
Associate Bureau Director, MCH
Bureau of Community Health Services
Room 7-39
Parklawn Building
5600 Fishers Lane
Rockville, MD 20857
(301) 443-2170 (Vince Hutchins, M.D.)

13.232 (A) (B)
Associate Bureau Director, MCH
Bureau of Community Health Services
Room 7-39, Parklawn Building
5600 Fishers Lane
Rockville, MD 20857
(301) 443-2170 (Vince Hutchins, M.D.)

OLD - 13.400 (A)
NEW - 84.002
Paul Delker, Director
Division of Adult Education
Office of Vocational and Adult Education
Department of Education
Washington, DC 20202
(202) 245-2278

OLD - 13.427 (A)
NEW - 84.009
Gary L. McDaniels
Division of Assistance to States
Office of Special Education and Rehabilitative Services
Department of Education
Washington, DC 20202
(202) 472-4825

OLD - 13.449 (A)
NEW - 84.027
Gary L. McDaniels
Division of Assistance to States
Office of Special Education and Rehabilitative Services
Washington, DC 20202
(202) 472-4825

OLD - 13.464 (A)
NEW - 84.034
Shirley A. Brother
State and Public Library Services Branch
Office of Libraries and Learning Technologies
Office of Educational Research and Improvement
Department of Education
400 Maryland Avenue S.W.
Washington, DC 20202
(202) 472-5150

OLD - 13.493 (A)
NEW - 84.048
Leroy A. Cornelsen, Director
Division of State Vocational Program Operations
Office of Vocational and Adult Education
Department of Education
Washington, DC 20202
(202) 472-3440

OLD - 13.494 (A)
NEW - 84.049
Leroy A. Cornelsen
Division of State Vocational Program Operations
Office of Vocational and Adult Education
Department of Education
Washington, DC 20202
(202) 472-3440

OLD - 13.570 (A)
NEW - 84.088
Dr. Milbrey L. Jones
Office of Libraries and Learning Technologies
Office of Educational Research and Improvement
Department of Education
400 Maryland Avenue
Washington, DC 20202
(202) 245-2488

OLD - 13.571 (A)
NEW - 84.089
Mr. D'Alan Huff
Department of Education
Office of Elementary and Secondary Education
Division of State Educational Assistance
400 Maryland Avenue S.W.
Washington, DC 20202
(202) 245-1990

OLD - 13.596 (A)
NEW - 84.104
John Lindia
Office of Elementary and Secondary Education
Department of Education
Regional Office Building #3
7th and D Streets, S.W.
Washington, DC 20202
(202) 245-2284

OLD - 13.624 (A)
NEW - 84.126
Director
Division of Resource Management, Rm. 3232 Switzer
Rehabilitation Services Administration
Office of Special Education and Rehabilitative Services
Department of Education
Washington, DC 20202
(202) 245-0085

13.630 (A)
Evelyn Provitt, Commissioner
Administration on Developmental Disabilities
Office of Human Development Services
Department of Health and Human Services
Washington, DC 20201
(202) 472-6755

13.642 (A)
Johnnie Brooks
Division of Policy Coordination
Office of Human Development Services
Department of Health and Human Services
Washington, DC 20201
(202) 472-4415

13.645 (A)
Frank Ferro, Associate Chief
Children's Bureau
Administration for Children, Youth, and
Families, OHDS, HHS
P.O. Box 1182
Washington, DC 20013
(202) 755-7418

OLD - 13.649 (A)
NEW - 84.130
Director, Division of Resource Management
Rehabilitation Services Administration
Office of Special Education and Rehabilitative
Services
Department of Education
Washington, DC 20202
(202) 245-0546 (Allan Claybrook)

OLD - 13.651 (A)
NEW - 84.131
Director, Office of Program Operations
Rehabilitation Services Administration
Office of Special Education and Rehabilitative
Services
Department of Education
Washington, DC 20202
(202) 245-0212 (Frederick Sachs)

13.714 (A)
Mildred Tyssowski
Director, Program Operations
Health Care Financing Administration
Department of Health and Human Services
6401 Security Blvd.
Baltimore, MD 21235
(301) 594-9000

B-17
Office of Child Health
Office of Special Programs
Rm 4049 North Building
Health Care Financing Administration, HHS
Washington, DC 20201
(202) 472-4904

13.808 (A)
James Miskel
Social Security Administration
Office of Family Assistance
Department of Health & Human Services
B404 Trans Point Building
Washington, DC 20024
(202) 245-2000

14.218 (A)
Community Planning and Development
451 7th Street, S.W.
Washington, DC 20410
(202) 755-6587

17.232 (A)(B)
Director
Office of Research and Development, (ETA)
Department of Labor
Washington, DC 20213
(202) 376-7335
Contact: Robert Manifold
(202) 376-7255

20.205 (A,B)
Federal Highway Administrator
Federal Highway Administration
Washington, DC 20590
(202) 426-0650

64.014 (A)
Assistant Chief Medical Director for
Extended Care (182)
Veterans Administration
Washington, DC 20420
State Home Program Coordinator
(202) 389-3679

64.015 (A)
Assistance Chief Medical Director for
Extended Care, (182)
Veterans Administration
Washington, DC 20420
State Home Care Program Coordinator
(202) 389-3679

64.016 (A)
Assistant Chief Medical Director for
Extended Care, (182)
Veterans Administration
Washington, DC 20420
State Home Program Coordinator
(202) 389-3679

13.231 (B)
John J. Hutchings, M.D.
Office for Maternal and Child Health
Bureau of Community Health Service
Administration
Department of Health and Human Services
5600 Fishers Lane
Rockville, MD 20857
(301) 443-2190

13.233 (B)
John J. Hutchings, M.D.
Office for Maternal and Child Health,
BCHS
Health Services Administration, HHS
5600 Fishers Lane
Rockville, MD 20857
(301) 443-2340

13.242 (B)
Dr. Louis Wienckowski, Director
Division of Extramural Research Programs
(Behavioral Sciences, Clinical, Applied,
and Psychopharacologic Research and
Small Grants)
(301) 443-3563
Dr. Juan Ramos, Director
Division of Special Mental Health Programs
(Aging Crime and Delinquency, Minority
Group programs, National Center for
the Prevention and Control of Rape,
Metropolitan Problems)
(301) 443-3533
Dr. Steven Sharfstein, Director
Division of Mental Health Service Programs
(Service Development)
(301) 443-3606

(Cont'd on next page)

Dr. Darrell A. Regier, Director
Division of Biometry and Epidemiology
(Epidemiologic Research)
(301) 433-3685
(Use same 7-digit number for FTS)
National Institute of Mental Health
5600 Fishers Lane
Rockville, MD 20857

13.244 (B)
Dr. William H. Denham, Director
Divison of Manpower and Training Programs
(Psychiatry, Psychology, Social Work,
Psychiatric Nursing, Paraprofessional,
State Manpower, Research and Demonstration)
(301) 443-4257
Dr. Juan Ramos, Director
Division of Special Mental Health Programs
(Minority Groups Mental Health Programs,
Crime and Delinquency, Aging,
Metropolitan Problems, Prevention and
Control of Rape)
(301) 443-3533
Dr. Steven Sharfstein, Director
Division of Mental Health Service Programs
(Service Development)
(301) 443-3606
Dr. Darrell A. Regier, Director
Division of Biometry and Epidemiology
(Epidemiology)
(301) 443-3648
(Use same 7-digit number for FTS)
National Institute of Mental Health
5600 Fishers Lane
Rockville, MD 20857

13.262 (B)
Joseph West
Procurement and Grants Management Branch
OAMS Center for Disease Control
National Institute for Occupational Safety
and Health
Department of Health and Human Services
5600 Fishers Lane
Room 8-35, Parklawn Bldg.
Rockville, MD 20857
(301) 443-3122

13.263 (B)
Joseph West
Procurement and Grants Management Branch
OAMS Center for Disease Control
National Institute for Occupational Safety
and Health
Department of Health and Human Services
5600 Fishers Lane
Rockville, MD 20857
(301) 443-3122

13.268 (B)
Dr. William H. Foege
Director, Center for Disease Control, PHS,
HHS
1600 Clifton Road, N.E.
Atlanta, Georgia 30333
(404) 329-3291

13.281 (B)
Dr. Louis Wienckowski
Director of Extramural Research Programs
National Institute of Mental Health
5600 Fishers Lane
Rockville, MD 20857
(301) 443-4347

13.282 (B)
National Institute of Mental Health
Dr. William Denham, Director
Division of Manpower and Training Programs
(301) 443-4275
Dr. Juan Ramos, Director
Division of Special Mental Health Programs
(301) 443-3533
Dr. Steven Sharfstein, Director
Division of Mental Health Service Programs
(301) 443-3606
Dr. Darrell A. Regier, Acting Director
Division of Biometry and Epidemiology

13.295 (B)
Dr. Steven Sharfstein
Director, Division of Mental Health
Service Programs
National Institute of Mental Health
Alcohol, Drug Abuse and Mental Health
Administration
5600 Fishers Lane
Rockville, MD 20857
(301) 443-3606 (Use same 7-digit number
for FTS)

13.296 (B)
Vince Hutchins, M.D.
Associate Bureau Director for Maternal
and Child Health
Bureau of Community Health Services
5600 Fishers Lane
Rockville, MD 20857
(301) 443-2170

13.888 (B)
Harold Dame
Home Health Care Administrator
Bureau of Community Health Services
Health Services Administration
Department of Health and Human Services
Room 7A-42, Parklawn Building
5600 Fishers Lane
Rockville, MD 20857
(301) 443-2270

13.890 (B)
Audrey F. Manley, M.D.
Division of Clinical Services
Bureau of Community Health Services
Health Services Administration, PHS
Department of Health and Human Services
5600 Fishers Lane
Rockville, MD 20857
(301) 443-1080

13.965 (B)
Director
Regional Commissions Health Programs
Health Services Administration
Bureau of Community Health Services
Rm 7A-55, Parklawn Building
5600 Fishers Lane
Rockville, MD 20857
(301) 443-5033 (William S. Beacham)

OLD - 13.443 (B)
NEW - 84.023

For Research:
Dr. Max Mueller
Research Project Branch
Division of Innovation and Development
Office of Special Education and Rehabilitative Services
Department of Education
400 Maryland Avenue S.W.
Washington, DC 20202
(202) 245-2275

For Model Programs:
Jane Case Williams
Program Development Branch
Division of Innovation and Development
Office of Special Education and Rehabilitative Services
Department of Education
400 Maryland Avenue
Washington, DC 20202
(202) 245-9722

OLD - 13.444 (B)
NEW - 84.024
Jane DeWeerd
Program Development Branch
Division of Innovation and Development
Office of Special Education and Rehabilitative Services
Department of Education
400 Maryland Avenue
Washington, DC 20202
(202) 245-9722

OLD - 13.445 (B)
NEW - 84.025
Robert Dantona, Coordinator
Centers and Services for Deaf Blind Children
Division of Assistance to States
Office of Special Education and Rehabilitative Services
Department of Education
400 Maryland Avenue
Washington, DC 20202
(202) 245-8749

OLD - 13.446 (B,C)
NEW - 84.026
Malcolm Norwood
Division of Media Services
Office of Special Education and Rehabilitative Services
Department of Education
Washington, DC 20202
(202) 472-4640

OLD - 13.450 (B)
NEW - 84.028
Lee Goodman
Division of Media Services
Office of Special Education and Rehabilitative Services
Department of Education
400 Maryland Avenue S.W.
Washington, DC 20202
(202) 472-1494

OLD - 13.451 (B)
NEW - 84.029
Dr. Jasper Harvey, Director
Division of Personnel Preparation
Office of Special Education and Rehabilitative Services
Department of Education
Washington, DC 20202
(202) 245-9886

OLD - 13.452 (B)
NEW - 84.030
Harvey Liebergott
Office of Special Education and Rehabilitative Services
Department of Education
400 Maryland Avenue, S.W.
Washington, DC 20202
(202) 245-9661

OLD - 13.482 (B)
NEW - 84.042
David D. Johnson
Director, Division of Student Services
Office of Postsecondary Education
Department of Education
400 Maryland Avenue, S.W.
Washington, DC 20202
(202) 245-6664

OLD - 13.498 (B)
NEW - 84.052
Howard Hjelm, Director
Division of Research and Demonstration
Office of Vocational and Adult Education
Department of Education
Washington, DC 20202
(202) 245-9634

OLD - 13.557 (B)
NEW - 84.076
Charles I. Griffith, Chief
Community Service and Continuing Education Branch
Division of Training and Facilities
Office of Postsecondary Education
Department of Education
Washington, DC 20202
(202) 245-9868

OLD - 13.560 (B)
NEW - 84.078
Dr. Joseph Rosenstein
Program Development Branch
Regional Education Programs
Division of Innovation and Development
Office of Special Education and
Rehabilitative Services
Department of Education
400 Maryland Avenue
Washington, DC 20202
(202) 245-9722

OLD - 13.564 (B)
NEW - 84.082
Dustin Wilson, Director
Office of Consumer Education
Office of Educational Research and
Improvement
Department of Education
Washington, DC 20202
(202) 653-5983

OLD - 13.565 (B)
NEW - 84.083
Women's Educational Equity Act Program
Department of Education
Donohoe Bldg., Room 1105
400 6th Street, S.W.
Washington, DC 20202
(202) 245-2181 (Dr. Leslie R. Wolfe, Director)

OLD - 13.568 (B)
NEW - 84.086
Paul Thompson, Program Officer
Projects for Severely Handicapped Children
and Youth
Special Needs Section
Office of Special Education and
Rehabilitative Services
Department of Education
Donohoe Bldg., Room 3135
400 Maryland Avenue, S.W.
Washington, DC 20202
(202) 472-2535

13.600 (B)
Administration for Children, Youth, and
Families/Head Start
Office of Human Development Services
Department of Health and Human Services
P.O. Box 1182
Washington, DC 20013
(202) 755-7790

13.608 (B)
Grants Coordinator
Research and Evaluation Division
Administration on Children, Youth, and
Families
Department of Health and Human Services
P.O. Box 1182
Washington, DC 20013
(202) 755-7755

OLD - 13.626 (B)
NEW - 84.128
Thomas Skelley, Director
Division of Innovation Programs
Rehabilitation Services Administration
Office of Special Education and
Rehabilitative Services
Department of Education
Washington, DC 20202
(202) 245-3186

OLD - 13.629 (B)
NEW - 84.129
Harold Shay, Director
Division of Manpower Development
Rehabilitation Services Administration
Office of Special Education and
Rehabilitative Services
Department of Education
Washington, DC 20202
(202) 245-0079

13.631 (B)
Evelyn Provitt, Commissioner
Administration on Developmental
Disabilities
Office of Human Development Services
Department of Health and Human Services
Washington, DC 20201
(202) 472-6755

13.632 (B)
Evelyn Provitt, Commissioner
Administration on Developmental
Disabilities
Office of Human Development Services
Department of Health and Human Services
Washington, DC 20201
(202) 472-6755

13.634 (B)
John Skinner
Office of Research Demonstration and
Evaluation
Office of Human Development Services
Department of Health and Human Services
Washington, DC 20201
(202) 472-7225

13.647 (B)
David Fairweather, Director
Division of Research and Demonstration
732 E HHH Bldg
200 Independence Avenue, S.W.
Washington, DC 20201
(202) 245-6233
Cross-cutting Projects:
June Zeitlin, Director
Office on Domestic Violence
P.O. Box 1182
Washington, DC 20013
(202) 472-4205

OLD - 13.653 (B)
NEW - 84.132
William J. Bean, Ph.D.
Special Assistant for Independent Living Projects
Rehabilitation Services Administration
Office of Special Education and Rehabilitative Services
Department of Education
Washington, DC 20202
(202) 245-0890

OLD - 13.654 (B) (L)
NEW - 84.133
Margaret Giannini, M.D., Director
National Institute of Handicapped Research
Office of Special Education and Rehabilitative Services
Department of Education
Washington, DC 20202
(202) 245-0565

OLD - 13.680 (B)
NEW - 84.134
Director, Division of Educational Technology
Department of Education
Room 3116 ROB #3
Washington, DC 20202
(202) 245-9228 (Frank Withrow)

13.812 (B)
Thomas Staples
Acting Director of the Family Assistance Staff
SSA Office of Research and Statistics
1875 Connecticut Ave., N.W.
Washington, DC 20009
(202) 673-5747
Henry Brehm
Research and Contracts Staff
SSA-ORS-Meadows East Bldg., Rm. 2E2
6401 Security Blvd.
Baltimore, MD 21207
(301) 594-0473

13.865 (B)
Donald E. Clark, Chief
Office of Grants and Contracts
National Institute of Child Health and Human Development
National Institutes of Health
Bethesda, MD 20014
(301) 496-5001 (Use same 7-digit number for FTS)

OLD - 13.950 (B)
NEW - 84.117
National Institute of Education
1200 19th Street, N.W.
Washington, DC 20208
(202) 254-6140
Contact: Olive Covington, Public Affairs Office

14.203 (B)
Director, Office of Planning and Program Coordination
Community Planning and Development
Department of Housing and Urban Development
451 Seventh Street, S.W.
Washington, DC 20410
(202) 755-6290

14.219 (B)
Community Planning and Development
Department of Housing and Urban Development
451 7th Street, S.W.
Washington, DC 20410

15.400 (B)
Division of State Programs
Heritage Conservation and Recreation Service
Department of the Interior
Pension Building, Rm. 329
Washington, DC 20243
(202) 343-7801

15.417 (B)
Heritage Conservation and Recreation Service
Urban Programs
440 G Street, N.W.
Washington, DC 20243
(202) 343-5971 (Sandy Rives)

17.211 (B)
Director Job Corps
ETA, Department of Labor
601 D Street, N.W.
Washington, DC 20213
(202) 376-6995 (Richard Jaffe)

17.233 (B)
Director, Office of Research and Development, (ETA)
Department of Labor
Washington, DC 20213
(202) 376-7335
Contact: Robert Manifold
(202) 376-7255

17.235 (A,B)
Administrator, Office of National Programs
Employment and Training Administration
Department of Labor
601 D Street, N.W.
Washington, DC 20213
(202) 376-6232 (Paul Mayrand)

17.243 (B)
Administrator, Office of National Programs
Employment and Training Administration
Department of Labor
601 D Street, N.W.
Washington, DC 20213
(202) 376-6225 (Harold Rieve)

13.774 (C)
Medicare Bureau
Room 700, East High-Rise
Health Care Financing Administration
Baltimore, MD 21235
(301) 594-9000

13.802 (D)
Office of Information
Room 124, Altmeyer Building
Social Security Administration
Baltimore, MD 21235

13.806 (D)
Office of Information
Room 124, Altmeyer Building
Social Security Administration
6401 Security Boulevard
Baltimore, MD 21235

13.807 (D)
Office of Information
Room 124, Altmeyer Building
Social Security Administration
Baltimore, MD 21235

14.105 (C,F)
For Production Information:
Director, Single Family Development Division
Office of Single Family Housing
Department of Housing and Urban Development
Washington, DC 20410
(202) 755-6720
For Management Information:
Director, Single Family Loan Servicing
Division
Office of Single Family Housing
Department of Housing and Urban Development
Washington, DC 20410
(202) 755-6700

14.138 (C)(F)
Director, Multifamily Development Division
Office of Multifamily Housing Development
Department of Housing and Urban Development
Washington, DC 20410
(202) 755-9280

14.141 (E)
Director, Elderly, Cooperatives and Health
Facilities Division
Office of Multifamily Housing Development
Department of Housing and Urban Development
Washington, DC 20410
(202) 755-6142

14.142 (J)
Director, Title I Insured and 312 Loan
Servicing Division
Office of Single Family Housing
Department of Housing and Urban Development
Washington, DC 20410
(202) 755-6880

14.156 (B,C)
For Existing Housing and Moderate
Rehabilitation
Public Housing and Indian Programs
Department of Housing and Urban
Development
Washington, DC 20410
(202) 755-6522
For New Construction and Substantial
Development
Multifamily Housing
Department of Housing and Urban
Development
Washington, DC 20410
(202) 755-6495

14.157 (E)
Elderly, Cooperative and Health Facilities
Division
Office of Multifamily Housing Development
Department of Housing and Urban
Development
Washington, DC 20410
(202) 755-6142

14.220 (E)
Community Planning and Development
Office of Urban Rehabilitation and
Community Reinvestment
Department of Housing and Urban
Development
451 7th Street, S.W.
Washington, DC 20410
(202) 755-5970 or 5324

15.103 (D)
Division of Social Services
Office of Indian Services
18th and C Streets, N.W.
Washington, DC 20245
(703) 235-2756 (Raymond V. Butler)

17.302 (D)
Office of Workers' Compensation Programs
Division of Longshore and Harbor Workers'
Compensation
Washington, DC 20210
(202) 523-8721 (Neil Montone)

17.307 (D)
Division of Coal Mine Workers Compensation
Office of Workers' Compensation Programs
Employment Standards Administration
Department of Labor
Washington, DC 20210
(202) 523-6692 (James Yocum)

59.021 (R)(F)
Director, Office of Financing
Small Business Administration
1441 L Street, N.W.
Washington, DC 20416
(202) 653-6570

64.002 (C)
Assistant Chief Medical Director for
Extended Care (181)
Department of Medicine and Surgery
Veterans Administration
Washington, DC 20420
Community Nursing Home Care Program
Coordinator
(202) 389-3692

64.100 (C)
Veterans Administration
Washington, DC 20420

64.104 (D)
Veterans Administration
Washington, DC 20420

64.106 (C)
Veterans Administration
Washington, DC 20420

64.109 (D)
Veterans Administration
Washington, DC 20420

64.116 (D)(E)(K)(M)
Veterans Administration
Central Office
Washington, DC 20420

64.118 (E)
Veterans Administration
Washington, DC 20420

64.119 (F)
Veterans Administration
Washington, DC 20420

13.243 (L)
Mr. James Helsing, Director
Office of Communications and Public Affairs
Alcohol, Drug Abuse, and Mental Health
Administration, PHS/HHS
5600 Fishers Lane
Rockville, MD 20857
(301) 443-3783
Dr. Julius Segal, Director
Division of Scientific and Public Information
National Institute of Mental Health
Alcohol, Drug Abuse, and Mental Health
Administration, PHS/HHS
5600 Fishers Lane
Rockville, MD 20857
(301) 443-3600
Ms. Susan Lachter, Director
Office of Communications and Public Affairs
National Institute on Drug Abuse
Alcohol, Drug Abuse, and Mental Health
Administration, PHS/HHS
5600 Fishers Lane
Rockville, MD 20857
(301) 443-1124
Dr. Patricia O'Gorman, Director
Division of Prevention
National Institute on Alcohol Abuse and
Alcoholism
Alcohol, Drug Abuse, and Mental Health
Administration, PHS/HHS
5600 Fishers Lane
Rockville, MD 20857
(301) 443-4733

13.613 (K)(L)
Executive Director
President's Committee on Mental
Retardation
Washington, DC 20201
(202) 245-7634

42.001 (I)
Frank Kurt Cylke, Director
National Library Service for the
Blind and Physically Handicapped
Library of Congress
1291 Taylor Street, N.W.
Washington, DC 20542
(202) 882-5500, FTS 287-5100

43.002 (L)
Technology Transfer Division, Code ET-6
NASA Headquarters
Washington, DC 20546

B-4
Architectural and Transportation
Barriers Compliance Board
Washington, DC 20201
(202) 245-1591

B-20
Office of Special Concerns
Office for Civil Rights
Department of Education
330 C Street, S.W.
Room 5116 Switzer Bldg.
Washington, DC 20202
(202) 245-0015

13.675 (N)
Office of Public Affairs
Office for Civil Rights
Headquarters 5414 HHS-N
330 Independence Ave., S.W.
Washington, DC 20201
(202) 245-5028

Director
Office for Civil Rights
Office of the Secretary
Department of Health and Human Services
Washington, DC 20201
(202) 245-6403

29.001 (L)(N)
Commission on Civil Rights
1121 Vermont Avenue, N.W.
Washington, DC 20425
(202) 254-6506 (Ron Pizza)
TTY phone (202) 376-2683 for (deaf/hearing
impaired persons)

16.101 (J)
Chief, Federal Enforcement Section
Civil Rights Division
Department of Justice
Washington, DC 20530
(202) 633-3831

17.301 (L)(N)
Weldon Rougeau
Director, Office of Federal Contract
Compliance Programs
Employment Standards Administration
Department of Labor
Washington, DC 20210
(202) 523-9475

53.001 (K)(L)
Bernard Posner
Executive Director
President's Committee on Employment of
the Handicapped
Washington, DC 20210
(202) 653-5067

17.207 (B)(J)(K)
Director, Office of Plans, Policies and Design
United States Employment Service
Employment and Training Administration
Department of Labor
Washington, DC 20213

17.303 (K)(N)
Administrator
Wage and Hour Division, Employment Standards
Administration
Department of Labor
Washington, DC 20210
(202) 523-8305

27.005 (O)
Office of Selective Placement
Office of Affirmative Employment Programs
Office of Personnel Management
Washington, DC 20415
(202) 632-5687
Contact: Mrs. Hedwig Oswald, Director

B-7
U.S. Equal Employment Opportunity Commission
Interagency Committee on Handicapped Employees
2401 E Street, N.W., Att: Bailey's Crossroads
Washington, DC 20506
(703) 756-6040

B-19
U.S. Equal Employment Opportunity Commission
Interagency Committee on Handicapped Employees
2401 E Street, N.W., Att: Bailey's Crossroads
Washington, DC 20506
(703) 756-6040

B-11
Committee for Purchase from the Blind and
Other Severely Handicapped
2009 14th Street North, Suite 610
Arlington, Virginia 22201
(703) 557-1145

B-12
Bureau for Blind and Visually Handicapped
Division of Vending Facilities
Rehabilitation Services Administration
Office of Special Education and
Rehabilitative Services
Department of Education
Washington, DC 20202
(202) 245-0551

17.500 (B)(K)(L)(M)(N)
Assistant Secretary
Occupational Safety and Health
Administration
Department of Labor
Washington, DC 20210
(202) 523-7995

B-18
Office of Handicapped Concerns
Office of the Undersecretary
Department of Education
Room 4145
400 Maryland Avenue, S.W.
Washington, DC 20202
(202) 245-0873

B-16
Office of Independent Living for the
Disabled
Department of Housing and Urban
Development
451 7th Street, S.W.
Room 9106
Washington, DC 20410
(202) 755-7366

B-9
Asst. Secretary for Policy Development
and Research
Department of Housing and Urban
Development
Room 8100
Washington, DC 20410
(202) 755-5600

13.676 (H)
Chief, Division of Realty, Office
Of Real Property
Office of Facilities Engineering,
Office of the Secretary
Department of Health and Human Services
Washington, DC 20201
(202) 472-4763 (Glynn D. Corry)

39.002 (H)
Assistant Commissioner
Office of Real Property
Federal Property Resource Service
General Services Administration
Washington, DC 20406
(202) 557-1619

39.003 (H)
Director, Donation Division
Federal Property Resources Service
General Services Administration
Washington, DC 20406
(202) 557-0307
Information concerning the designation of Service Educational Activities can be obtained from the Assistant Secretary of Defense (Manpower, Reserve Affairs and Logistics), Washington, DC 20301.

12.500 (J)
Secretary
Board of Commissioners
U.S. Soldiers' and Airmen's Home
Washington, DC 20317
(202)726-9100

64.007 (J)
Assistant Chief Medical Director for
Professional Services (117)
Veterans Administration
Washington, DC 20420
(202) 389-2510

64.008 (J)
Assistant Chief Medical Director for
Extended Care (181)
Domiciliary Care Program Coordinator
Veterans Administration
Washington, DC 20420
(202) 389-3692

64.009 (J)
Chief Medical Director
Department of Medicine and Surgery
Veterans Administration
Washington, DC 20420
(202) 389-2596

64.010 (J)
Assistant Chief Medical Director for
Extended Care (181)
VA Nursing Home Care Program Coordinator
Veterans Administration
Washington, DC 20420
(202) 389-3692

64.011 (J)
Chief Medical Director
Department of Medicine and Surgery
Veterans Administration
Washington, DC 20420
(202) 389-2596

64.013 (H)
Assistant Chief Medical Director for
Professional Services (121)
Veterans Administration Central Office
Washington, DC 20420
(202) 389-3517

64.022 (J)
Assistant Chief Medical Director for
Extended Care (181)
Hospital Based Home Care Program
Coordinator
Veterans Administration
Washington, DC 20420
(202) 389-3692

FOOD STAMPS 10.551
Deputy Administrator
Family Nutrition Programs
Food and Nutrition Service
U.S. Department of Agriculture
Washington, DC 20250
(202) 447-8982

FOOD DISTRIBUTION 10.550
Darrel Gray, Director
Food Distribution Division
Food and Nutrition Service
U.S. Department of Agriculture
Washington, DC 20250
(202) 447-8371

SPECIAL MILK PROGRAM FOR CHILDREN (SCHOOL MILK PROGRAM) 10.556
Director, Margaret Glavin
School Programs Division
Food and Nutrition Service
Department of Agriculture
Washington, DC 20250
(202) 447-8130

SPECIAL SUPPLEMENTAL FOOD PROGRAM FOR WOMEN, INFANTS AND CHILDREN 10.557
Director
Food and Nutrition Service
Department of Agriculture
Washington, DC 20250
(202) 447-8206

CHILD CARE FOOD PROGRAM 10.558
Jordan Benderley, Director
Child Care and Summer Programs Division
Food and Nutrition Service
Department of Agriculture
Washington, DC 20250
(202) 447-8211

SUMMER FOOD SERVICE PROGRAM FOR CHILDREN 10.559
Director, Child Care and Summer Programs Division
Food and Nutrition Service
Department of Agriculture
Washington, DC 20250
(202) 447-8211

SOCIAL SECURITY-RETIREMENT INSURANCE 13.803
Office of Information
Room 124, Altmeyer Bldg.
Social Security Administration
Baltimore, Maryland 21235

SOCIAL SECURITY-SURVIVORS INSURANCE 13.805
Office of Information
Room 124, Altmeyer Bldg.
Social Security Administration
Baltimore, Maryland 21235
(301) 594-1900

RENT SUPPLEMENTS-RENTAL HOUSING FOR LOWER INCOME FAMILIES 14.149
Director, Office of Multifamily Housing Management and Occupancy
Department of Housing and Urban Development
Washington, DC 20401
(202) 755-5866

CHILD DEVELOPMENT-CHILD ABUSE AND NEGLECT PREVENTION AND TREATMENT 13.628
Director, National Center on Child Abuse and Neglect
Children's Bureau
P.O. Box 1182
Washington, DC 20013
(202) 755-0591

PENSION TO VETERANS' WIDOWS OR WIDOWERS AND CHILDREN 64.105
Veterans Administration
Washington, DC 20420

LIFE INSURANCE FOR VETERANS 64.103
Veterans Administration Center
P.O. Box 8079
Philadelphia, PA 19101

VETERANS INFORMATION AND ASSISTANCE 64.115
Veterans Administration
Washington, DC 20420

DEPENDENTS EDUCATIONAL ASSISTANCE 64.117
Veterans Administration
Washington, DC 20420

SOCIAL SECURITY-SPECIAL BENEFITS FOR PERSONS AGED 72 AND OVER 13.804
Office of Information
Room 124, Altmeyer Building
Social Security Administration
Baltimore, Maryland 21235
(301) 594-1900

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Federal Bldg.
230 N. First Ave.
Phoenix, AZ 85025
(602) 251-3313

California
Federal Bldg.
300 North Los Angeles St.
Los Angeles, CA 90012
(213) 688-3800

Federal Bldg., U.S. Courthouse
650 Capitol Mall
Sacramento, CA 95814
(916) 440-3344

Fedaral Bldg., 880 Front St.
San Diego, CA 92188
(714) 293-6030

Federal Bldg., U.S. Courthouse
450 Golden Gate Ave.
San Francisco, CA 94102
(415) 556-6600

Colorado
Federal Bldg, 1961 Stout St.
Denver, CO 80294
(303) 837-3602

District of Columbia
Rm. 5716, Seventh and D. Sts., S.W.
Washington, DC 20407
(202) 755-8660

Florida
Federal Bldg.
51 Southwest First Ave.
Miami, FL 33130
(305) 350-4155

William C. Cramer Federal Bldg.
144 First Ave., So.
St. Petersburg, FL 33701
(813) 893-3495

Georgia
Federal Bldg.
275 Peachtree St. N.E.
Atlanta, GA 30303
(404) 221-6891

Hawaii
P.O. Box 300
300 Ala Moana Blvd.
Honolulu, HI 96850
(808) 546-8620

Illinois
Everett McKinley Dirksen Bldg.
Rm. 252
219 South Dearborn St.
Chicago, IL 60604
(312) 353-4242

Indiana
Federal Bldg., 1st Floor
575 N. Pennsylvania
Indianapolis, IN 46204
(317) 269-7373

Kentucky
Federel Bldg.
600 Federal Place
Louisville, KY 40202
(502) 582-6261

Louisiana
Federal Bldg., U.S. Post Office
701 Loyola Ave.
New Orleans, LA 70113
(504) 589-6696

Maryland
Federal Bldg, 31 Hopkins Plaza
Baltimore, MD 21201
(301) 962-4980

Massachusetts
John F. Kennedy Federal Bldg.
Lobby, 1st Floor Cambridge St.
Boston, MA 02203
(617) 223-7121

Michigan
McNamara Federal Bldg.
477 Michigan Ave.
Detroit, MI 48226
(313) 225-7016

Minnesota
Federal Bldg., U.S. Courthouse
110 South Fourth St.
Minneapolis, MN 55401
(612) 725-2073

Missouri
Federal Building
601 East 12th Street
Kansas City, MO 64106
(816) 374-2466

Federal Bldg.
1520 Market St.
St. Louis, MO 63103
(314) 425-4106

Nebraska
Federal Bldg., U.S. Post Office and
Courthouse
215 North 17th Street
Omaha, NE 68102
(402) 221-3353

New Jersey
Federal Bldg.
970 Broad St.
Newark, NY 07102
(201) 645-3600

New Mexico
Federal Bldg., U.S. Courthouse
500 Gold Ave., S.W.
Albuquerque, NM 87102
(505) 766-3091

New York
Federal Bldg.
111 West Huron St.
Buffalo, NY 14202
(716) 846-4010

Lobby Federal Bldg.
26 Federal Plaza
New York, NY 10007
(212) 264-4464

Ohio
Federal Bldg.
550 Main St.
Cinncinnati, OH 45202
(513) 684-2801

Federal Bldg.
1240 East Ninth St.
Cleveland, OH 44199
(216) 522-4040

Oklahoma
U.S. Post Office and Courthouse
201 Northwest Third St.
Oklahoma City, OK 73102
(405) 231-4868

Oregon
Federal Bldg.
1220 S.W. Third Ave., Room 109
Portland, OR 97204
(503) 221-2222

Pennsylvania
William J. Green Jr. Federal Bldg.
600 Arch St.
Philadephia, PA 19106
(215) 597-7042

Federal Bldg.
1000 Libert Ave.
Pittsburgh, PA 15222
(412) 644-3456

Tennessee
Clifford Davis Federal Building
167 N. Main Street
Memphis, TN 38103
(901) 521-3285

Texas
Fritz Garland Lanham Federal Bldg.
819 Taylor St.
Fort Worth, TX 76102
(817) 334-3624

Federal Bldg., U.S. Courthouse
515 Rust Ave.
Houston, TX 77208
(713) 226-5711

Utah
Federal Bldg.
125 South State St.
Salt Lake City, UT 84138
(801) 524-5353

Virginia
Room 106, Stanwick Bldg.
3661 E. Virginia Beach Blvd.
Norfolk, VA 23502

Washington
Federal Bldg.
915 Second Ave.
Seattle, WA. 98174
(206) 442-0570

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(All tielines are not tollfree)

Alabama
Birmingham to Atlanta, GA 322-8591
Mobile to New Orleans, LA 438-1421

Arizona
Tucson to Phoenix 622-1511

Arkansas
Little Rock to Memphis, TN 378-6177

California
San Jose to San Francisco 275-7422
Santa Ana to Los Angeles 836-2386

Colorado
Colorado Springs to Denver 471-9491
Pueblo to Denver 544-9523

Connecticut
Hartford to New York, NY 527-2617
New Haven to New York, NY 624-4720

Florida
Fort Lauderdale to Miami 522-8531
Jacksonville to St. Petersburg 354-4756
Orlando to St. Petersburg 422-1800
Tampa to St. Petersburg 229-7911
West Palm Beach to Miami 833-7566

Indiana
Gary to Indianapolis 883-4110

Iowa
Des Moines to Omaha, NE 284-4448

Kansas
Topeka to Kansas City 297-2866
Wichita to Kansas City 263-6931

Michigan
Grand Rapids to Detroit 451-2628

Missouri
St. Joseph to Kansas City 233-8206

New Jersey
Peterson/Passaic to Newark 523-0717
Trenton to Newark 396-4400

New Mexico
Santa Fe to Albuquerque 983-7743

New York
Albany to New York 463-4421
Rochester to Buffalo 546-5075
Syracuse to Buffalo 476-8545

North Carolina
Charlotte to Atlanta, GA 376-3600

Ohio
Akron to Cleveland 375-5638
Columbus to Cincinnati 221-1014
Dayton to Cincinnati 223-7377
Toledo to Cleveland 241-3223

Oklahoma
Tulsa to Oklahoma City 548-4193

Pennsylvania
Allentown/Bethlehem to Philadelphia
821-7785
Scranton to Philadelphia 346-7081

Rhode Island
Providence to Boston, MA 331-5565

Tennessee
Chattanooga to Memphis 265-8231
Nashville to Memphis 242-5056

Texas
Austin to Houston 472-5494
Dallas to Fort Worth 749-2131
San Antonio to Houston 224-4471

Utah
Ogden to Salt Lake City 399-1347

Virginia
Newport News to Norfolk 244-0480
Richmond to Norfolk 643-4928
Roanoke to Norfolk 982-8591

Washington
Tacoma to Seattle 383-5230

Wisconsin
Milwaukee to Chicago, IL 271-2273

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Region 1
(Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont)
Federal Regional Council of New England
E-431 John F. Kennedy Federal Bldg.
Botson, MA 02203
(617) 223-5421

Region 2
(New Jersey, New York, Puerto Rico, Virgin Islands)
Region 2 Federal Regional Council
Federal Plaza, Rm. 3543-A
New York, NY 10007
(212) 264-2525

Region 3
(Delaware, District of Columbia, Maryland, Pennsylvania, Virginia, West Virginia)
Mid-Atlantic Federal Regional Council
Curtis Bldg., 6th & Walnut Sts.
Philadelphia, PA 19106
(215) 597-2540

Region 4
(Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee)
Southesatern Federal Regional Council
101 Marietta Tower
Atlanta, GA 30323

Region 5
(Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin)
Region 5 Federal REgional Council
230 South Dearborn St.
Chicago, IL 60604
(312) 353-8184

Region 6
(Arkansas, Louisiana, New Mexico, Oklahoma, Texas)
Southwest Federal Regional Council
1100 Commerce St., Rm. 9C-28
Dallas, TX 75242
(214) 749-2721

Region 7
(Iowa, Kansas, Missouri, Nebraska)
Mid-Continent Federal Regional Council
601 East 12th St.
Kansas City, M) 64141
(816) 758-2031

Region 8
(Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming)
Mountain Plains Federal Regional Council
Federal Bldg., 1961 Stout St.
Denver, CO 80294
(303) 837-2741

Region 9
(Arizona, California, Hawaii, Nevada)
Western Federal Regional Council
111 Pine St.
San Francisco, CA 94111
(415) 556-7216

Region 10
(Alaska, Idaho, Oregon, Washington)
Northwest Federal Regional Council
1321 Second Ave., M.S. 130
Seattle, WA 98101

FEDERAL EXECUTIVE BOARDS

Albuquerque-Santa Fe, NM
(505) 264-7231

Atlanta, GA
(404) 221-4270

Baltimore, MD
(301) 962-4047

Boston, MA
(617) 223-6300

Buffalo, NY
(716) 842-2155

Chicago, IL (312) 353-6790

Cincinnati, OH
(513) 684-2101

Cleveland, OH
(216) 522-7086

Dallas-Ft. Worth, TX
(214) 749-7131

Denver, CO
(303) 234-4215/6

Detroit, MI
(313) 225-3535/34

Honolulu, HI
(808) 546-2196

Houston, TX
(713) 226-4139

Kansas City, MO
(816) 926-7465

Los Angeles, CA
(213) 478-3711

Miami, FL
(305) 350-4344

New Orleans, LA
(504) 589-2438

New York, NY
(212) 264-1890

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(201) 645-6217/8

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(215) 597-2766

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(412) 644-6607/8

Portland, OR
(503) 221-3010/30

St. Louis, MO
(314) 425-6312

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Seattle, WA
(206) 442-4905

Twin Cities (Minneapolis-St. Paul), MN
(612) 725-3687

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Island, Vermont):
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Boston, Massachusetts 02110
(617) 223-6397

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Rico, Virgin Islands):
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New York, New York 10007
(212) 264-4633

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3535 Market Street
Post Office Box 13716
Philadelphia, Pennsylvania 19101
(215) 596-6772

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Kentucky, Mississippi, North Carolina,
South Carolina, Tennessee):
101 Marietta St., 10th Floor
Atlanta, Georgia 30303
(404) 221-5934

Region V(Illinois, Indiana, Minnesota,
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300 South Wacker Drive
Chicago, Illinois 60606
(312) 353-2521

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Mexico, Oklahoma, Texas):
1200 Main Tower Building
Dallas, Texas 75202
(214) 655-3951

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Nebraska):
Twelve Grand Building
1150 Grand Avenue
Kansas City, Missouri 64106
(816) 374-2474

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Dakota, South Dakota, Utah, Wyoming):
Federal Building
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Denver, Colorado 80294
(303) 837-2025

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100 Van Ness Avenue
San Francisco, California 94102
(415) 556-8586

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Washington):
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1321 Second Avenue
Seattle, Washington 98101
(206) 442-0473

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Peter Sullivan
Regional Director's Office
John F. Kennedy Federal Bldg., Government Center
Boston, MA 02203
(617) [illegible]-6830 (Use same 7-digit number for FTS)

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(New York, New Jersey, Puerto Rico, the Virgin Islands)
Frances Peterson
Regional Director's Office
26 Federal Plaza, Room 3835
New York, NY 10007
(212) 264-4483 (Use same 7-digit number for FTS)

Region 3
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Thomas R. Bair
P.O. Box 13716, 3535 Market St.
Philadelphia, PA 19101
(215) 596-6421 (Use same 7-digit number for FTS)

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101 Marietta Tower Bldg.
Atlanta, GA 30323
(404) 221-2261 (Use same 7-digit number for FTS)

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(Illinois, Indiana, Minnesota, Michigan, Ohio, Wisconsin)
Hiroshi Kanno
300 South Wacker Dr.
Chicago, IL 60606
(312) 353-7800 (Use same 7-digit number for FTS)

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(Arkansas, Louisiana, New Mexico, Oklahoma, Texas)
Hal Coley
Main Tower Bldg.
Dallas, TX 75202
(214) 767-3311
FTS 729-3311

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William L. Parks
601 East 12th St.
Kansas City, MO 64106
(816) 374-2821 (Regional Director's Office)
FTS 758-2821

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(Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming)
Grace Mickelson
Federal Office Bldg., 1961 Stout St.
Denver, CO 80294
(303) 837-2831
FTS 327-2831

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(Arizona, California, Hawaii, Nevada, Guam, American Samoa, Wake Island, Trust Territories of the Pacific Islands)
Robert Fouts
Federal Office Bldg.
United Nations Plaza
San Francisco, CA 94102
(415) 556-2246 (Use same 7-digit number for FTS)

Region 10
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Robert Merlino
Arcade Plaza Bldg., MS-803
1321 Second Ave.
Seattle, WA 98101
(206) 442-1290
FTS 399-1290

COMMUNITY SERVICES ADMINISTRATION

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William R. Cox
E-432, J.F. Kennedy Federal Bldg.
Boston, MA 02203
(617) 223-4022 (Use same 7-digit number for FTS)

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Milton Palakos
26 Federal Plaza, 32nd Floor
New York, NY 10007
(212) 264-2995 (Use same 7-digit number for FTS)

Region 3
(Delaware, District of Columbia, Maryland, Pennsylvania, Virginia, West Virginia)
Gary E. Grunder, Alexander W. Porter
Gateway Building
3535 Market Street
Philadelphia, PA 19104
(215) 596-6004 (Use same 7-digit number for FTS)

Region 4
(Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee)
Tom Rafferty, Elizabeth Brantley
101 Marietta Street, N.W.
Atlanta, GA 30303
(404) 221-2717
FTS 242-2717

Region 5
(Illinois, Indiana, Michigan, Minnesota,
Ohio, Wisconsin)
Lucille Even
300 South Wacker Dr., 24th Floor
Chicago, IL 60606
(312) 353-4367
FTS 353-4367

Region 6
(Arkansas, Louisiana, New Mexico, Oklahoma,
Texas)
Leticia "Tita" Acosta
1200 Main Tower, M-100
Dallas, TX 75202
(214) 749-1301 (Use same 7-digit number
for FTS)

Region 7
(Iowas, Kansas, Missouri, Nebraska)
Gentry Brown, William L. Shovell
911 Walnut St.
Kansas City, MO 64106
(816) 374-2171
FTS 758-2171

Region 8
(Colorado, Montana, North Dakota, South
Dakota, Utah, Wyoming)
Ross Barnes
Federal Bldg., 1961 Stout St., 12031
Denver, CO 80294
(303) 837-4488
FTS 327-4488

Region 9
(Ariznoa, California, Hawaii, Nevada, Guam
and Pacific Trust Territories)
Marietta Davis
45 Golden Gate Avenue
Box 36008
San Francisco, CA 94102
(415) 556-5400 (Use same 7-digit number
for FTS)

Region 10
(Alaska, Idaho, Oregon, Washington)
Don Wright
Arcade Plaza Bldg., 1321 2nd Ave.
Seattle, WA 98101
(206) 442-4957
FTS 399-4957

STATE ECONOMIC OPPORTUNITY OFFICES

Alabama
Freddit Washington
State Community Services Administration
3815 Interstate Court
Perry Hill Office Bldg.
Montgomery, AL 36109
(205) 832-3975

Alaska
Eric Lee
Division of Community and Rural Development
619 Warehouse Avenue
Suite 230
Anchorage, AK 99501
(907) 279-3462

Arizona
Adolfo Echeveste
Arizona Department of Economic Security
1717 W. Jefferson Street
Phoenix, AZ 85007
(602) 271-5984

Arkansas
George S. Ivory, Jr.
Division of Community Services
First National Bldg., Suite 971
Little Rock, AR 72201
(501) 371-1201

California
Richard J. Rios
California State Economic Opportunity Office
555 Capirto Mall, Suite 325
Sacramento, CA 95814
(916) 322-2940

Colorado
Dan Luna
Colorado Office of Human Resources
1550 Lincoln Street
Denver, CO 80203
(303) 839-2545

Connecticut
W. James Rice
Department of Community Affairs
1179 Main Street
Hartford, CT 06101
(203) 566-3318

Delaware
Howard H. Brown
Delaware Office of Economic Opportunity
820 N. French Street, Fifth Floor
Wilmington, DE 19801
(302) 571-3491

Florida
William H. Ravenell
Department of Community Affairs
Division of Community Services
2571 Executive Center Circle, East
Tallahassee, FL 32301
(904) 488-8466

Georgia
Edison McDonald
Georgia State Economic Opportunity Office
618 Ponce de Leon Ave., N.E.
Atlanta, GA 30308
(404) 894-5323

Hawaii
Walter W. F. Choy
Hawaii Office of Economic Opportunity
904 Kohou St., Room 208
Honolulu, HI 96817
(808) 841-7617

Idaho
John L. Chamberlin
Department of Health and Welfare
Idaho State Economic Opportunity Office
Statehouse, 700 W. State St.
Boise, ID 83720
(208) 384-2322

Illinois
Bud Johnson
Illinois State Economic Opportunity Office
623 E. Monroe St.
Springfield, IL 62701
(217) 782-1620

Indiana
Jean Merritt
Indiana Community Services Administration
Guaranty Bldg., Suite 212
20 North Meridian St.
Indianapolis, IN 46204
(317) 633-5488

Iowa
Robert F. Tyson
Office for Planning and Programming
512 E. 12th Street
Capitol Annex
Des Moines, IA 50319
(515) 281-5888

Kansas
William E. Richards, Sr.
Kansas State Economic Opportunity Office
535 Kansas Ave.
Topeka, KS 66603
(913) 296-2458

Kentucky
Harold L. Steele
State Economic Opportunity Office,
DHR Bldg.
6th Floor West
275 E. Main Street
Frankfort, KY 40601
(502) 564-3194

Louisiana
Harvey Britton, Sr.
Dept. of Urban and Community Affairs
Community Services Administration
300 Louisiana Ave., P.O. Box 44455
Baton Rouge, LA 70894
(504) 389-2851

Maine
Timothy P. Wilson
Division of Community Services
State of Maine Executive Department
State House
Augusta, ME 04333
(207) 289-3771

Maryland
Frank W. Welsh
Maryland Office of Economic Opportunity
1100 North Eutaw St.
Baltimore, MD 21201
(301) 383-2500

Massachusetts
David Entin
Department of Community Affairs
Division of Social and Economic Opportunity
10 Tremont St., 6th Floor
Boston, MA 02108
(617) 727-7004

Michigan
Arthur J. Walker
Bureau of Community Services
Michigan Department of Labor
State Secondary Complex
7150 Harris Drive, Box 30015
Lansing, MI 48909
(517) 322-1726

Minnesota
Beverly Gleason
Governor's Manpower Office
Division of Economic Opportunity
150 Kellogg Blvd.
690 American Center Bldg.
St. Paul, MN 55101
(612) 296-4657

Mississippi
Jack Byars
Governor's Office of Human Resources
and Community Services
Barefield Complex, Suite 407
455 N. Lamar Street
Jackson, MS 39201
(601) 354-6592

Missouri
Charles H. McCann
Missouri State Office of Economic
Opportunity
Broadway State Office Building
Jefferson City, MO 65101
(314) 751-3828

Montana
John Allen
Department of Community Affairs
Human Resources Division
Capitol Station
Helena, MT 59601
(406) 449-3420

Nebraska
George W. Woods
Technical Assistance Agency
301 Central Mall South
12th Floor
P.O. Box 95026
Lincoln, NE 68509
(402) 471-3121

Nevada
Frank J. Matthews
Nevada State Office of Community Services
201 W. Telegraph, Room 205
Carson City, NV 89710
(702) 885-4420

New Hampshire
Edwin B. Coltin
New Hampshire Division of Human Resources
15 North Main St.
Concord, NH 03301
(603) 271-2611

New Jersey
W. Arthur Lewis
Division of Human Resources Dept. of
Community Affairs
363 West State St.
Trenton, NJ 06825
(609) 292-6212

New Mexico
Herman C. Grace
Community Affairs Bureau
P.O. Box 2348
Pera Bldg., Room 104
Santa Fe, NM 87503
(505) 827-2205

New York
Robert D. Muncil
Division of Economic Opportunity
162 Washington Ave.
Albany, NY 12231
(518) 474-5741

North Carolina
John Edwards
State Economic Opportunity Office
P.O. Box 27687
Raleigh, NC 27611
(919) 733-2633

North Dakota
Jerome C. Broadhead
State Division of Economic Opportunity
Office
State Capitol Building, 18th Floor
Bismark, ND 58505
(701) 224-2467

Ohio
Curtis T. Jewell
Department of Economic and Community
Development
Human Services Division
30 East Broad St., P.O. Box 1001
Columbus, OH 43216
(614) 466-6954

Oklahoma
Sherwood Washington
Division of Economic Opportunity
5500 North Western Ave.
Oklahoma City, OK 73118
(405) 840-2811

Oregon
Ellen A. Schneider
Oregon State Community Services Program
772 Commercial St., S.E.
Salem, OR 97310
(503) 378-4729

Pennsylvania
Timothy Warfield
Department of Community Affairs
Bureau of Human Resources
529 South Office Building
P.O. Box 155
Harrisburg, PA 17120
(717) 787-1984

Puerto Rico
Ardin Terone
Office of Economic Opportunity
Office of the Governor
La Fortaleza
San Juan, PR 00901
(809) 725-5920

Rhode Island
William H. Pimentel
Rhode Island State Office of Economic
Opportunity
150 Washington St.
Provicence, RI 02903
(401) 277-2862

South Carolina
J. Lee Spratt
Division of Economic Opportunity
Office of the Governor
1321 Lady Street, Room 311
Columbia, SC 29201
(803) 758-3191

South Dakota
John C. Johnston
State Economic Opportunity Office
State Capitol
Pierre, SD 57501
(605) 224-3663

Tennessee
John C. Reed
Tennessee Community Services Administration
444 James Robertson Parkway
Nashville, TN 37219
(615) 741-2615

Texas
Michael Allen
Texas Dept. of Community Affairs
P.O. Box 13166
Captiol Station
Austin, TX 78711
(512) 475-6601

Utah
Lois Linford Strand
Div. of Social and Economic Opportunity
State Capitol, Room 110
Salt Lake City, UT 84114
(801) 533-4054

Vermont
Wayne P. Calderara, Sr.
State Office of Economic Opportunity
118 Main St.
Montpelier, VT 05602
(802) 828-2493

Virgin Islands
Edward G. Wilms
Office of Community Services
Office of the Governor
27 King Cross St., Christiansted
St. Croix, Virgin Islands 00820
(809) 773-4218

Virginia
Howard A. Foard, Jr.
Office of Human Resources
Department of Intergovernmental Affairs
Fourth St. Office Bldg.
205 N. Fourth St.
Richmond, VA 23219
(804) 786-5330

Washington
Putnam Barber
Office of Economic Opportunity
400 Capital Center Bldg.
MSFN-41
Olympia, WA 98504
(206) 753-4979

West Virginia
John R. Shands
Office of Economic Opportunity
5790 MacCrokle Ave., S.E.
Charleston, WV 25304
(304) 348-3390

Wisconsin
John P. Giovannini
State Office of Economic Opportunity
123 West Washington Ave.
Madison, WI 53802
(608) 266-6894

Wyoming
W. Don Nelson
Community Services Administration
Hathaway Office Building
Cheyenne, WY 82002
(307) 777-7657

U.S. Trust Territories
Nick L. Andon
Territorial Economic Opportunity Office
c/o Communtiy Development Office
Saipan, Mariana Islands 96950

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(Alaska, Arizona, California, Colorado, Guam, Hawaii, Idaho, Montana, Nevada, North Dakota, Oregon, Samoa, South Dakota, Utah, Washington Wake Island, Wyoming)
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300 Montgomery St., Suite 740
Alamda, CA 94104
(415) 556-1775

Georgia
Atlanta REgional Office
(Alabama, Canal Zone, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee)
Garvin T. Tonsler
Citizens' Trust Building
75 Piedmont Ave., N.E., Stuie 1150
Atlanta, GA 30303
(404) 221-6091
FTS 242-6091

Illinois
Chicago Regional Office
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230 S. Dearborn, 26th Floor
Chicago, IL 60604
(312) 353-9386

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Rondal B. Kreuger
601 E. 12th Street, Room 113
Kansas City, MO 64106
(816) 374-2781
FTS 758-2781

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(Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, New York, Puerto Rico, Rhode Island, Vermont, Virgin Islands)
Rondal Copeland
26 Federal Plaza, Room 1615
New York, NY 10007
(212) 264-3640 or 3675

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127 N. 4th St., 3rd Floor
Philadelphia, PA 19106
(215) 597-7784

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(Arkansas, Louisiana, New Mexico, Oklahoma, Texas)
Gene Renslow
1100 Commerce St., Room 7B11
Dallas, TX 75242
(214) 749-1849

DISTRICT OFFICE AND AREA OFFICES

Alabama
Otto T. Hall
2121 Eighth Ave. North, Room 824
Birmingham, AL 35203
(205) 254-1166
FTS 229-1166

Arizona
Jesus Estrada-Melendez
Valley Center
201 N. Central Ave., Suite 1450
Phoenis, AZ 85073
(602) 261-3882

Arkansas
Sande R. Jones
700 West Capitol
Little Rock, AR 72201
(501) 378-5901
FTS 740-5901

California
Lorenzo H. Traylor
3255 Wilshire Blvd., 9th Floor
Los Angeles, CA 90010
(213) 798-3400

Patricia Szecsey
George P. Miller Federal Bldg.
1515 Clay Street
Oakland, CA 94661
(415) 273-7579
FTS 536-7579

La V'onne M. Carmen
San Diego Federal Bldg.
880 Front Street
San Diego, CA 92101
(714) 293-5194
FTS 895-5194

Frank Quinn
Fox Plaza
1390 Market St., Suite 325
San Francisco, CA 94102
(415) 556-0260

Paul Matthews
Crocker Plaza Building
84 West Santa Clara
San Jose, CA 95113
(408) 275-7200
FTS 463-7200

Colorado
Walden Silva
1531 Stout Street, 6th Floor
Denver, CO 80202
(303) 837-2771
FTS 327-2771

District of Columbia
Clarence Bell
1717 H. St. N.W., Suite 400
Washington, DC 20006
(202) 653-6197
FTS 653-6200

Florida
Federico Costales
Dupont Plaza Center, Suite 414
300 Biscayne Blvd. Way
Miami, FL 33131
(305) 350-4491

Georgia
Betty A. Adams
Citizens' Trust Building
75 Piedmont Ave., N.E., 10th Floor
Atlanta, GA 30303
(404) 526-4566
FTS 242-4566

Illinois
Martin Slate
536 South Clark St., Room 234
Chicago, IL 60605
(312) 353-2687
FTS 353-2713

Indiana
Osma D. Spurlock
Federal Bldg.
U.S. Courthouse, Room 456
46 East Ohio St.
Indianapolis, IN 46204
(317) 331-7212

Kentucky
Paul V. Craig
U.S. Post Office and Courthouse
601 West Broadway, Room 105
Louisville, KY 40202
(502) 582-6082
FTS 352-6082

Louisiana
Patricia Fields
600 South Street
New Orleans, LA 70130
(504) 589-3842
(504) 589-3842
FTS 682-3842

Maryland
Dorothy Mead
Rotunda Bldg., 711 W. 40th St.
Room 210
Baltimore, MD 21211
(301) 962-3932
FTS 922-3932

Massachusetts
Everett Ware
150 Causeway St., Suite 1000
Boston, MA 02114
(617) 223-4535
FTS 223-2100

Michigan
Dolores L. Rozzi
231 W. Lafayette St., Room 461
Detroit, MI 48226
(313) 226-7636

Minnesota
Lisa Springfield
Plymouth Building
12 South Sixth Street
Minneapolis, MN 55402
(612) 725-6101 (Use same 7-digit number
for FTS)

Mississippi
Henrene Matthews
200 E. Pascagoula St., 5th Floor
Jackson, MS 39201
(601) 969-4538
FTS 490-4547

Missouri
Baltazara Villareal
1150 Grand Ave., 1st Floor
Kansas City, MO 64106
(816) 374-5773
FTS 758-5773

Wilfred E. Mansfield
1601 Olive St.
St. Louis, MO 63103
(314) 425-5967
FTS 279-5571

New Jersey
Rowland Copeland
744 Broad St., Room 502
Newark, NJ 07102
(201) 341-5967
FTS 341-5967

New Mexico
Tom Robles
505 Marquette Ave., N.W., Suite 1515
Albuquerque, NM 87101
(505) 766-2061
FTS 474-2061

New York
Edwin C. Casler
One W. Genesee St., Room 320
Buffalo, NY 14202
(716) 846-4441
FTS 437-4441

Edward Mercado
90 Church St., Room 1301
New York, NY 10007
(212) 264-7161

North Carolina
Betty R. Anderson
403 North Tyron St., 2nd Floor
Charlotte, NC 28202
(704) 371-6137
FTS 672-6455

Curtis P. Todd
414 Fayetteville Street
Raleigh, NC 27608
(919) 755-4064
FTS 672-4064

Ohio
Earl Haley
Federal Bldg.
550 Main St., Room 7019
Cincinnati, OH 45202
(513) 684-2379
FTS 684-2851

Chester J. Gray
Engineers' Bldg.
1365 Ontario Street, Room 402
Cleveland, OH 44114
(216) 552-4784
FTS 293-4784

Ellen V. Spain
Federal Building
200 West 2nd Street
Dayton, OH 45402
(513) 224-2753
FTS 774-2753

Oklahoma
Joaquin O. Garcia
50 Penn Place, Suite 1430
Oklahoma City, OK 73118
(405) 231-4912
FTS 736-4912

Pennsylvania
John J. Butler
127 N. 4th St., Suite 200
Philadelphia, PA 19106
(215) 597-7784

Eugene V. Nelson
Federal Bldg.
1000 Liberty Ave., Room 2038A
Pittsburgh, PA 15222
(415) 644-3444
FTS 722-3444

South Carolina
Joseph A. Gannon
Bankers Trust Building, 5th Floor
7 North Laurens Street
Greenville, SC 29602
(803) 233-1791
FTS 677-9388

Tennessee
Sam Bell
1407 Union Ave., Suite 502
Memphis, TN 38104
(901) 521-2617
FTS 222-2617

Rosetta I. Miller
Parkway Towers
404 James Robertson Parkway, Suite 1820
Nashville, TN 37219
(615) 251-5820
FTS 352-5820

Texas
Lorenzo Ramirez
212 N. St. Paul St., 6th Floor
Dallas, TX 75201
(214) 767-4607

Salvador Del Valle
Property Trust Building
2211 East Missouri, Room B-235
El Paso, TX 79903
(915) 543-7596
FTS 572-7597

Harriett J. Ehrlich
Federal Bldg., Room 1101
2320 LaBranch Ave.
Houston, TX 77004
(713) 226-5561

Gustazo Gonzales
727 E Durango St., Suite B601
San Antonio, TX 76206
(512) 229-6051
FTS 730-6067

Virginia
Gloria L. Underwood
215 East Plume Street
NNorfolk, VA 23510
(804) 441-3476
FTS 827-3476

Keziah Walker
400 North 8th Street, Room 6213
Richmond, VA 23219
(804) 782-2911
FTS 925-2692

Washington
Donald Muse
Dexter Horton Bldg.
710 Second Ave.
Seattle, WA 98104
(206) 422-0976

Wisconsin
Kathleen Blunt
Veterans Administration Bldg.
342 N. Water St., 6th Floor
Milwaukee, WI 53202
(414) 224-1185
FTS 362-1185

REGIONAL OFFICES OF THE GENERAL COUNSEL

California
San Francisco Regional Office of the General Counsel
(Alaska, Arizona, California, Guam, Hawaii, Idaho, Nevada, Oregon, Samoa, Wake Island, Washington)
Charles Carratini
1390 Market St., Suite 1010
San Francisco, CA 94102
(415) 556-0833

Colorado
Denver Regional Office of the General Counsel
(Arkansas, Colorado, Louisiana, Montana, New Mexico, North Dakota, Oklahoma, South Dakota, Texas, Utah, Wyoming)
Annie Clay
1531 Stout St.
Denver, CO 80202
(303) 837-2771
FTS 327-2771

Georgia
Atlanta Regional Office of the General Counsel
(Alabama, Canal Zone, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee)
Donald L. Hollowell
1389 Peachtree St. N.E.
Atlanta, GA 30309
(404) 526-2171
FTS 242-2171

Illinois
Chicago Regional Office of the General Counsel
(Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, Ohio, Wisconsin)
Charles Stallworth
55 East Jackson Blvd., Suite 1401
Chicago, IL 60604
(312) 353-6086

Pennsylvania
Philadelphia Regional Office of the General Counsel
(Connecticut, Delaware, District of Columbia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Puerto Rico, Rhode Island, Vermont, Virgin Islands, Virginia, West Virginia)
Delores Wilson
127 N. 4th St., Suite 200
Philadelphia, PA 19106
(215) 597-0881

OFFICE OF FEDERAL CONTRACT COMPLIANCE PROGRAMS REGIONAL OFFICES

Region 1
(Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont)
Leonard J. Bierman
Room 1612, John F. Kennedy Federal Bldg.
Government Center
Boston, MA 02203
(617) 223-4232
FTS 223-4232

Region 2
(New York, New Jersey, Puerto Rico, Virgin Islands)
Samuel Lynn
1515 Broadway
New York, NY 10036
(212) 399-5563
FTS 662-5563

Region 3
(Pennsylvania, Maryland, Delaware, District of Columbia, West Virginia, Virginia)
Irene Mee
3535 Market St., Gateway Bldg., Room 1543
Philadephia, PA 19104
(215) 596-1213 (Use same 7-digit number for FTS)

Region 4
(Mississippi, Tennessee, Alabama, Florida, South Carolina, North Carolina, Georgia, Kentucky)
Donald G. Webster
1371 Peachtree St. N.E., Room 305
Atlanta, GA 30309
(404) 881-4211
FTS 257-4211

Region 5
(Wisconsin, Illinois, Indiana, Minnesota, Ohio, Michigan)
Jay F. Sauls
230 S. Dearborn St., Room 854
Chicago, IL 60604
(312) 353-8887 (Use same 7-digit number for FTS)

Region 6
(Arkansas, Louisiana, New Mexico, Oklahoma, Texas)
Jose Montoya
555 Griffin Square Bldg.
Young and Griffin Streets
Dallas, TX 75202
(214) 767-4775
FTS 726-4775

Region 7
(Nebraska, Kansas, Iowa, Missouri)
Joe Garcia
Room 2000, Federal Office Bldg.
911 Walnut St.
Kansas City, MO 64106
(816) 374-5384
FTS 758-5384

Region 8
(Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming)
Bennie L. Daugherty
Federal Office Bldg.
Room 1440
1961 Stout St.
Denver, CO 80202
(303) 837-5011
FTS 327-5011

Region 9
(Arizona, California, Hawaii, Nevada, and
the Pacific)
Charles H. Bevins
450 Golden Gate Ave., Room 10353
San Francisco, CA 94102
(415) 556-4904 (Use samd 7-digit number
for FTS)

Region 10
(Alaska, Washington, Oregon, Idaho)
Sandra Robinson
Federal Office Bldg.
909 First Avenue
Seattle, WA 98104
(206) 442-4508
FTS 399-4508

AREA OFFICES

California
Room 3251, Federal Bldg.
300 North Los Angeles, St., CA 90012
(213) 688-4961
FTS 798-4691

William E. Dacus
Room 341, 211 Main Street
San Francisco, CA 94102
(415) 556-6017

Ohio
Harold Liggins
803 Federal Bldg., 1240 East Ninth St.
Cleveland, OH 44199
(216) 293-3882

NATIONAL INFORMATION SOURCES ON HANDICAPPING CONDITIONS AND RELATED SERVICES

Advocacy, Consumer, Voluntary Health Organizations

Affiliated Leadership League of and for
the Blind of America (ALL)
879 Park Avenue
Baltimore, MD 21201
(301) 752-4230

Alexander Graham Bell
Association for the Deaf
3417 Volta Place, N.W.
Washington, DC 20007
(202) 337-5220 (Voice/TTY)

American Brittle Bone Society (ABBS)
Cherry Hill Plaza, Suite LL-3
1415 East Marlton Pike
Cherry Hill, NJ 08034
(609) 829-6212

American Cancer Society (ACS)
777 Third Avenue
New York, NY 10017
(212) 371-2900

American Coalition of Citizens
with Disabilities (ACCD)
1200 15th Street, N.W.
Suite 201
Washington, DC 20005
(202) 785-4265 (Voice and TTY)

American Council of the Blind (ACB)
Suite 506
1211 Connecticut Avenue, N.W.
Washington, DC 20036
(202) 833-1251

American Diabetes Association (ADA)
600 Fifth Avenue
New York, NY 10020
(212) 541-4310

American Foundation for the Blind (AFB)
15 West 16th Street
New York, NY 10011
(212) 620-2000

American Heart Association (AHA)
7320 Greenville Avenue
Dallas, TX 75231
(214) 750-5414

American Lung Association (ALA)
1740 Broadway
New York, NY 10019
(212) 245-8000

American Parkinson Disease Association (APDA)
147 E. 50th Street
New York, NY 10022
(212) 421-5890

American Veterans of World War II,
Korea, and Vietnam (AMVETS)
1710 Rhode Island Avenue, N.W.
Washington, DC 20036
(202) 223-9550

Amyotrophic Lateral Sclerosis Society
of American (ALSSOA)
15300 Ventura Boulevard, Suite 315
Sherman Oaks, CA 91403
(213) 990-2151

Arthritis Foundation
3400 Peachtree Road, N.E.
Suite 1101
Atlanta, GA 30326
(404) 266-0795

Association for Children with Learning
Disabilities (ACLD)
4156 Library Road
Pittsburgh, PA 15234
(412) 341-1515
(412) 341-8077

Association for Retarded Citizens (ARC)
National Headquarters
2709 Avenue E East
Arlington, TX 76011
(817) 261-4961

The Association for the Severely
Handicapped (TASH)
1600 West Armory Way
Seattle, WA 98119
(206) 5055

Asthma and Allergy Foundation
of America (AAFA)
19 W. 44th Street
New York, NY 10036
(212) 921-9100

Blinded Veterans Association (BVA)
1735 DeSales Street, N.W.
Washington, DC 20036
(202) 347-4010

Center on Human Policy
Syracuse University
216 Ostrom Avenue
Syracuse, NY 13210
(315) 423-3851

Committee to Combat Huntington's
Disease, Inc. (CCHD)
250 West 57th Street
Suite 2016
New York, NY 10019
(212) 757-0443

Consumers Organization for the Hearing
Impaired (COHI)
P.O. Box 166
Owings Mills, MD 21117

Cooley's Anemia Foundation, Inc.
420 Lexington Avenue
New York, NY 10017
(212) 697-7750

Cornelia de Lange Syndrome Foundation
136 Lassen Drive
San Bruno, CA 94066
(415) 952-5984

Cystic Fibrosis Foundation (CFF)
6000 Executive Boulevard, Suite 309
Rockville, MD 20852
(301) 881-9130

Disability Rights Center
Suite 1124
1346 Connecticut Avenue, N.W.
Washington, DC 20036
(202) 223-3304

Disabled American Veterans (DAV)
P.O. Box 14301
Cincinnati, OH 45214
(606) 441-7300

Down's Syndrome Congress
Penny Schimpler, Corresponding Secretary
706 S. Bunn Street
Bloomington, IL 61701
Home: (309) 829-8509
Work: (309) 827-6107

Dysautonomia Foundation, Inc.
370 Lexington Avenue
New York, NY 10017
(212) 889-0300

Epilepsy Foundation of American (EFA)
1828 L Street, N.W.
Washington, DC 20036
(202) 293-2930

Friedrich's Ataxia Group in America, Ind.
(FAGA)
P.O. Box 11116
Oakland, CA 94611

Human Growth Foundation (HGF)
4930 West 77th Street
Minneapolis, MN 55435
(612) 831-2780

International Association of Laryngectomees
(IAL)
American Cancer Society (ACS)
777 Third Avenue
New York, NY 10017
(212) 371-2900

Internation Association of Parents
of the Deaf (IAPD)
814 Thayer Avenue
Silver Spring, MD 20910
(301) 585-5400

Jewish Guild for the Blind (JGB)
15 West 65th Street
New York, NY 10023
(212) 595-2000

Joseph P. Kennedy, Jr. Foundation
1701 K Street, N.W., Suite 205
Washington, DC 20006

Junior National Association
Of the Deaf (Jr. NAD)
Gallaudet College
Washington, DC 20002
(202) 651-5000 (Voice)
(202) 651-5104 (TTY)

Juvenile Diabetes Foundation (JDF)
23 E. 26th Street
New York, NY 10010
(212) 889-7575

Leukemia Society of America
800 Second Avenue
New York, NY 10017
(212) 573-8484

Little People of America (LPA)
P.O. Box 126
Owatonna, MN 55060
(507) 451-1320

Lupus Foundation of America
Virginia Masters, Secretary
4434 Covington Highway
Decatur, GA 30035
(404) 289-7453

Mainstream, Inc.
1200 15th Street, N.W.
Washington, DC 20005
(202) 833-1136

March of Dimes Birth Defects
Foundation
1275 Mamaroneck Avenue
White Plains, NY 10605
(914) 428-7100

Mental Health Association (MHA)
1800 North Kent Street
Arlington, VA 22209
(702) 528-6405

Mental Health Law Project (MHLP)
1220 19th Street, N.W.
Suite 300
Washington, DC 20036
(202) 467-5730

MPS Society
552 Central Avenue
Bethpage, NY 11714
(516) 433-4410

Muscular Dystrophy Association (MDA)
810 Seventh Avenue
New York, NY 10019
(212) 586-0808

Myasthenia Gravis Foundation
15 East 26th Street
New York, NY 10010
(212) 889-8157

National Alliance for the Mentally
Ill (NAMI)
500 North Broadway
St. Louis, MO 63102
(314) 231-8600

National ALS Foundation, Inc.
185 Madison Avenue
New York, NY 10016
(212) 679-4016

National Amputation Foundation (NAF)
12-45 150th Street
Whitestone, NY 11357
(212) 767-0596

National Association for Hearing
and Speech Action (NAHSA)
6110 Executive Boulevard
Suite 1000
Rockville, MD 20852
(301) 897-8682 (Voice/TTY)

National Association for Sickle Cell
Disease, Inc. (NASCD)
3460 Wilshire Blvd.
Suite 1012
Los Angeles, CA 90010

National Association for the
Deaf-Blind (NADB)
2703 Forest Oak Circle
Norman, OK 73071
(405) 360-2580

National Association for Visually
Handicapped (NAVH)
305 East 24th Street, 17-C
New York, NY 10010
(212) 889-3141

National Association of Councils
of Stutterers (NACS)
c/o Speech and Hearing Clinic
The Catholic University of America
Washington, DC 20064
(202) 635-5556

National Association of Patients on
Hemodialysis and Transplantation (NAPHT)
505 Northern Boulevard
Great Neck, NY 11021
(516) 482-2720

National Association of the Deaf (NAD)
814 Thayer Avenue
Silver Spring, MD 20910
(301) 587-1788 (Voice or TTY)

National Ataxia Foundation
6681 Country Club Drive
Minneapolis, MN 55427
(612) 546-6220

National Committee/Arts for
the Handicapped (NCAH)
1702 K Street, N.W.
Suite 801
Washington, DC 20006
(202) 223-8007

National Congress of Organizations of
the Physically Handicapped, Inc.
(National COPH, Inc.)
101 Lincoln Park Boulevard
Rockford, IL 61102
(815) 964-9883

National Council on Alcoholism,
Inc. (NCA)
733 Third Avenue
New York, NY 10017
(212) 986-4433

National Easter Seal Society
2023 West Ogden Avenue
Chicago, IL 60612
(312) 243-8400

National Federation of the Blind (NFB)
1800 Johnson Street
Baltimore, MD 21230
(301) 659-9314

National Foundation for Jewish Genetic
Diseases (NFJGD)
609 Fifth Avenue
Suite 1200
New York, NY 10017
(212) 753-5155

National Fraternal Society of the
Deaf (NFSD)
1300 W. Northwest Highway
Mt. Prospect, IL 60056
(312) 392-9282 (Voice)
(312) 392-1409 (TTY)

National Genetics Foundation, Inc.
9 West 57th Street
New York, NY 10019
(212) 759-4432

National Hemophilia Foundation (NHF)
25 West 39th Street
New York, NY 10018
(212) 869-9740

National Huntington's Disease
Association
128A East 74th Street
New York, NY 10021
(212) 966-4320

National Kidney Foundation (NKF)
2 Park Avenue
New York, NY 10016
(212) 889-2210

National Multiple Sclerosis Society
205 East 42nd Street
New York, NY 10017
(212) 986-3240

National Neurofibromatosis
Foundation (NNFF)
340 East 80th Street, #21-H
New York, NY 10021

National Parkinson Foundation
1501 N.W. Ninth Avenue
Miami, FL 33136
(305) 547-6666

National Retinitis Pigmentosa
Foundation (RP Foundation)
Rolling Park Building
8331 Mindale Circle
Baltimore, MD 21207

National Society for Autistic
Children (NSAC)
1234 Massachusetts Avenue, N.W.
Suite 1017
Washington, DC 20005
(202) 783-0125

National Society to Prevent
Blindness (NSPB)
79 Madison Avenue
New York, NY 10016
(212) 684-3505

National Spinal Cord Injury
Foundation
369 Elliot Street
Newton Upper Falls, MA 02164
(617) 964-0521

National Stuttering Project (NSP)
656A 8th Avenue
San Francisco, CA 94118
(415) 387-7065

National Tay-Sachs and Allied Diseases
Association, Inc.
122 East 42nd Street
New York, NY 10017
(212) 661-2780

National Tuberous Sclerosis
Association, Inc. (NTSA)
P.O. Box 159
Laguna Beach, CA 92652
(714) 494-8900

The Orton Society (OS)
8415 Bellona Lane
Towson, MD 21204
(301) 296-0232

Osteogenesis Imperfecta Foundation,
Inc.
632 Center Street
Van Wert, OH 45891
(419) 238-0993

Paralyzed Veterans of America (PVA)
4350 East West Highway
Suite 900
Washington, DC 20014
(301) 652-2135

Parkinson's Disease Foundation, Inc.
William Black Medical Research Building
Columbia University Medical Center
640 W. 168th Street
New York, NY 10032
(212) 923-4700

People First International, Inc.
P.O. Box 12642
Salem, OR 97309
(503) 378-5143

Prader-Willi Syndrome Association
5515 Malibu Drive
Edina, MN 55436
(612) 933-0113

Recovery, Inc., The Association of
Nervous and Former Mental Patients
116 South Michigan Avenue
Chicago, IL 60603
(312) 263-2292

Rehabilitation International USA (RIUSA)
20 West 40th Street
New York, NY 10018
(212) 869-9907

Sensory Aids Foundation (SAF)
399 Sherman Ave., Suite 12
Palo Alto, CA 94306
(415) 329-0430

Society for the Rehabilitation
of the Facially Disfigured
550 First Avenue
New York, NY 10016
(212) 679-1534

Spina Bifida Association of America
(SBAA)
343 South Dearborn Street
Suite 319
Chicago, IL 60604
(312) 663-1562

Tourette Syndrome Association, Inc.
Bell Plaza Building
42-20 Bell Boulevard
Bayside, NY 11361
(212) 224-2999

United Cerebral Palsy Associations,
Inc. (UCPA)
66 E. 34th Street
New York, NY 10016
(212) 481-6300

United Ostomy Association, Inc. (UOA)
2001 W. Beverly Boulevard
Los Angeles, CA 90057
(213) 413-5510

United Parkinson Foundation (UPF)
220 S. State Street
Chicago, IL 60604
(312) 922-9734

Information/Data Banks

Accent on Information
P.O. Box 700
Bloomington, IL 61701
(309) 378-2961

Arthritis Information Clearinghouse
P.O. Box 34427
Bethesda, MD 20034
(301) 881-9411

Brain Information Service (BIS)
Center for the Health Sciences
University of California
Los Angeles, CA 90024
(213) 825-6011

Bureau of the Census
U.S. Department of Commerce
Washington, DC 20233
(202) 568-1200

Cancer Information Clearinghouse
National Cancer Institute
7910 Woodmont Avenue, Suite 1320
Bethesda, MD 20014
(301) 496-7070

Center for Innovation in Teaching
the Handicapped (CITH)
Dissemination and Retrieval Unit
Indiana University
2805 East 10th Street
Bloomington, IN 47401
(812) 337-5847

Clearinghouse on the Handicapped
Office for Handicapped Individuals, HEW
Room 338D, Hubert H. Humphrey Building
Washington, DC 20201
(202) 245-1961

Closer Look
Parents' Campaign for Handicapped
Children and Youth
Box 1492
Washington, DC 20013
(202) 833-4160

Conference Papers Index (CPI)
Data Courier, Inc.
620 South Fifth Street
Louisville, KY 40202
(502) 582-4111

The Council for Exceptional Children
Information Service
1920 Association Drive
Reston, VA 22091
(800) 336-3728 (except Virginia)
(703) 620-3660 (Virginia collect calls accepted)

CRISP
Statistics and Analysis Branch
Division of Research Grants
National Institute of Health, NIH
Bethesda, MD 20205
(301) 496-7543

Dissertation Information Services
University Microfilms International
300 N. Zeeb Road
Ann Arbor, MI 48106
(313) 761-4700
(800) 521-3042 (for ordering & information)

Educational Resources Information Center
Central ERIC
National Institute of Education, HEW
Washington, DC 20208
(202) 254-5500

ERIC Clearinghouse on Adult, Career
and Vocational Education
The National Center for Research
in Vocational Education
The Ohio State University
1960 Kenny Road
Columbus, OH 43210
(614) 486-3655

ERIC Clearinghouse for Counseling
and Personnel Services
2108 School of Education
University of Michigan
Ann Arbor, MI 48109
(313) 764-9392

ERIC Clearinghouse on Elementary
and Early Childhood Education
College of Education
University of Illinois
Urbana, IL 61801
(217) 333-1386

ERIC Clearinghouse on Handicapped
and Gifted Children
Council for Exceptional Children
1920 Association Drive
Reston, VA 22091
(800) 336-3738 (except Virginia)
(703) 620-3660 (Virginia collect calls
accepted)

ERIC Clearinghouse on Reading
and Communication Skills
National Council of Teachers of English
1111 Kenyon Road
Urbana, IL 61801
(217) 328-3870

ERIC Clearinghouse on Teacher Education
One Dupont Circle, Suite 616
Washington, DC 20036
(202) 293-7280

ERIC Clearinghouse on Tests,
Measurements, and Evaluation
Education Testing Service
Princeton, NJ 08541
(609) 921-9000

Excerpta Medica, Inc.
P.O. Box 3085
Princeton, NJ 08540
(609) 896-9450

Handicapped Learner Materials
Disbribution Center (HLMDC)
Audio-Visual Center
Indiana University
Bloomington, IN 47405
(812) 337-0531

High Blood Pressure Information
Center
National High Blood Pressure
Education Program
120/80 National Institutes of Health
Bethesda, MD 20205
(301) 652-7700

Highway Research Information Services
(HRIS)
Transportation Research Board
2101 Constitution Avenue, N.W.
Washington, DC 20418
(202) 389-6358

HUD User
P.O. Box 280
Germantown, MD 20767
(301) 428-3105

Information and Research Utilization
Center (IRUC)
American Alliance for Health, Physical
Education, Recreation, and Dance
(AAHPERD)
1201 16th Street, N.W.
Washington, DC 20036
(202) 833-5547

Information Exchange Program
Arkansas Rehabilitation Research
and Training Center
(ARR&TC) RT-13
Hot Springs Rehabilitation Center
P.O. Box 1358
Hot Springs, AR 71901

Institute for Child Behavior Research
4157 Adams Avenue
San Diego, CA 92116
(714) 281-7165

Institute for Scientific Information (ISI)
325 Chestnut Street
Philadelphia, PA 19106
(215) 923-3300

Materials Development Center (MDC)
Stout Vocational Rehabilitation Institute
School of Education and Human Services
University of Wisconsin-Stout
Menomonie, WI 54751
(715) 232-1342

Mental Health Materials Center (MHMC)
30 East 29th Street
New York, NY 10016
(212) 889-5670

National Arts and the Handicapped
Information Service
Arts and Special Constituencies Project
National Endowment for the Arts
2401 E Street, N.W.
Washington, DC 20506
(202) 634-4284 (voice)
(202) 634-4138 (TTY)

National Center for a Barrier Free
Environment (NCBFE)
1140 Connecticut Avenue, N.W.
Suite 1006
Washington, DC 20036
(202) 466-6896 (voice or TTY)

National Center for Health Statistics
Health Resources Administration
Public Health Service, HEW
3700 East-West Highway, Room 1-57
Hyattsville, [illegible] 20782
(301) 436-850[illegible]

Nation Center for Law and the
Handicapped, Inc. (NCLH)
P.O. Box 477
University of Notre Dame
Notre Dame, IN 46556
(219) 283-4536

National Center for Research in
Vocational Education
The Ohio State University
1960 Kenny Road
Columbus, OH 43210
(800) 848-4815 (except Ohio)
(614) 486-3655 (Ohio)

National Clearing House of Rehabilitation
Training Materials
Oklahoma State University
115 Old USDA Building
Stillwater, OK 74074
(405) 624-7650

National Clearinghouse for Alcohol
Information
P.O. Box 2345
Rockville, MD 20852
(301) 468-2600

National Clearinghouse for Drug
Abuse Information
National Institute of Drug Abuse
Alcohol, Drug Abuse, and Mental Health
Administration, HEW
5600 Fishers Lane, Room 10-A53
Rockville, MD 20857
(301) 443-6500

National Clearinghouse for Family
Planning Information
P.O. Box 2225
Rockville, MD 20852
(301) 881-9400

National Clearinghouse for Human
Genetic Diseases
1776 East Jefferson Street
Rockville, MD 20852
(301) 279-4642

National Clearinghouse for Mental
Health Information
National Institute of Mental Health,
HEW
11A-33 Parklawn Building
5600 Fishers Lane
Rockville, MD 20857
(301) 443-4513 for inquiries and
publications
(301) 443-4517 for computer services

National Clearinghouse on Aging
Administration on Aging, HEW
330 Independence Avenue, S.W.
Washington, DC 20201
(202) 245-2158

National Diabetes Information
Clearinghouse
805 15th St. N.W.
Suite 500
Washington, DC 20005
(202) 638-7620

National Eye Institute (NEI)
National Institutes of Health, HEW
Building 31, Room 6A25
Bethesda, MD 20205
(301) 496-5248

National Health Information
Clearinghouse (NHIC)
1550 Wilson Boulevard
Suite 600
Rosslyn, VA 22209
(703) 522-2590

National Heart, Lung, and Blood
Institute (NHLBI)
National Institutes of Health, HEW
Building 31, Room 4A21
Bethesda, MD 20205
(301) 496-4236

National Information Center for Special
Education Materials (NICSEM)
University of Southern California
University Park
Los Angeles, CA 90007
(800) 421-8711 (except California)
(213) 741-5899 (California residents
may call collect)

National Institute of Allergy and
Infectious Diseases (NIAID)
National Institute of Health, HEW
Building 31, Room 7A32
Bethesda, MD 20205
(301) 496-5717

National Institute of Arthritis, Metabolism
and Digestive Diseases (NIAMDD)
National Institutes of Health, HEW
Building 31, Room 9A04
Bethesda, MD 20205
(301) 496-3583

National Institute of Child Health
and Human Development (NICHD)
National Institutes of Health, HEW
Building 31, Room 2A34
Bethesda, MD 20205
(301) 496-5133

National Institute of Dental Research
(NIDR)
National Institutes of Health, HEW
Building 31, Room 2C34
Bethesda, MD 20205
(301) 496-4261

National Institute of Neurological
and Communicative Disorders and Stroke
(NINCDS)
National Institutes of Health, HEW
Building 31, Room 8A-06
Bethesda, MD 20205
(301) 496-5751

National Library of Medicine (NLM)
National Institutes of Health, HEW
8500 Rockville Pike
Bethesda, MD 20209
(301) 496-6095

National Library Services for the Blind
and Physically Handicapped
Library of Congress
1291 Taylor Street, N.W.
Washington, DC 20542
(202) 287-5100

National Rehabilitation Information
Center (NARIC)
4407 Eighth Street, N.E.
The Catholic University of America
Washington, DC 20064
(202) 635-5822 (voice)
(202) 635-5885 (TTY)

National Technical Information Service
U.S. Department of Commerce
5285 Port Royal Road
Springfield, VA 22161
(703) 557-4600 (for general information)
(703) 557-4642 (to order search)
(703) 557-4650 (to order documents)

Office of Cancer Communications
National Cancer Institute (NCI)
National Institutes of Health, HEW
Bethesda, MD 20205
(800) 638-6694
In Maryland: (800) 492-6600
In Alaska and Hawaii: (800) 638-6070

Office on Smoking and Health
Technical Information Center (TIC), HEW
Parklawn Building, Room 1-16
5600 Fishers Lane
Rockville, MD 20857
(301) 443-1690

Program Research Associates
45 Maplewood Mall
Philadelphia, PA 19144
(215) 849-7095

Project PAVE
Parents' Campaign for Handicapped
Children and Youth
Box 1492
Washington, DC 20013
(202) 833-4160

Project SHARE
National Clearinghouse for Improving
the Management of Human Services
P.O. Box 2309
Rockville, MD 20852
(301) 428-0700

Psychological Abstracts Information
Services
American Psychological Association
1200 17th Street, N.W.
Washington, DC 20036
(800) 336-4980 (except Washington, DC and
Virginia)
(202) 833-5908 (Washington, DC and Virginia)

Research to Prevent Blindness, Inc.
(RPB)
598 Madison Avenue
New York, NY 10022
(212) 752-4333

Science and Education Administration
Technical Information Systems, USDA
National Agricultural Library Building
Beltsville, MD 20705
(301) 344-3704

Sex Information and Education Council
of the U.S. (SIECUS)
84 Fifth Avenue
New York, NY 10011
(212) 929-2300

Smithsonian Science Information
Exchange
1730 M Street, N.W.
Washington, DC 20036
(202) 381-4211

Sociological Abstracts, Inc. (SA)
P.O. Box 22206
San Diego, CA 92122
(714) 565-6603

Tel-Med, Inc.
National Headquarters
22700 Cooley Drive
Colton, CA 92324
(714) 825-6034

Therapeutic Recreation Information
Center (TRIC)
Department of Physical Education and
Recreation
University of Colorado
Box 354
Boulder, CO 80309
(303) 492-7333

Professional and Trade Organizations

Academy of Dentistry for the
Handicapped (ADH)
1726 Champa
Suite 422
Denver, CO 80202
(303) 573-0264

Accreditation Council for Services for
Mentally Retarded and Other
Developmentally Disabled Persons
(AC/MRDD)
5101 Wisconsin Avenue, N.W.
Washington, DC 20016
(202) 686-5400

American Art Therapy Association (AATA)
428 East Baltimore Street
Baltimore, MD 21202
(301) 528-4147

American Association for Music Therapy
(AAMT)
777 Education Building
35 West 4th Street
Washington Square
New York, NY 10003
(212) 598-3491

American Association for Rehabilitation
Therapy (AART)
P.O. Box 93
North Little Rock, AR 72116
(501) 372-8861, ext. 708

American Association for Respiratory
Therapy (AART)
1720 Regal Row
Dallas, TX 75235
(214) 630-3540

American Association of Psychiatric
Services for Children (AAPSC)
1725 K Street, N.W.
Washington, DC 20006
(202) 659-9115

American Association of University
Affiliated Programs for the
Developmentally Disabled
2033 M Street, N.W., Suite 406
Washington, DC 20036
(202) 333-7880

American Association of Workers
for the Blind (AAWB)
1511 K Street, N.W.
Washington, DC 20005
(202) 347-1559

American Association on Mental
Deficiency (AAMD)
5101 Wisconsin Avenue, N.W.
Washington, DC 20016
(202) 685-5400

American Corrective Therapy
Association (ACTA)
Route 2, Elmhill
Jonesboro, TN 37659
(615) 926-1171

American Dance Therapy Association
(ADTA)
2000 Century Plaza
Suite 230
Columbia, MD 21044
(301) 997-4040

American Deafness and Rehabilitation
Association (ADARA)
814 Thayer Avenue
Silver spring, MD 20910
(301) 589-0880 (Voice or TTY)

American Library Association (ALA)
Association of Specialized and
Cooperative Library Agencies (ASVLA)
50 East Huron Street
Chicago, IL 60611
(312) 944-6780

American Occupational Therapy
Association (AOTA)
6000 Executive Boulevard
Rockville, MD 20852
(301) 770-2200

American Orthotic and Prosthetic
Association (AOPA)
1440 N Street, N.W.
Washington, DC 20005
(202) 234-8400

American Physical Therapy
Association (APTA)
1156 15th Street, N.W.
Washington, DC 20005
(202) 466-2070

American Speech-Language-Hearing
Association (ASHA)
10801 Rockville Pike
Rockville, MD 20852
(301) 897-5700

Association for Education of the
Visually Handicapped (AEVH)
919 Walnut Street
Fourth Floor
Philadelphia, PA 19107
(215) 923-7555

Association of Medical Rehabilitation
Directors and Coordinators (AMRDC)
3830 Linklea Drive
Houston, TX 77025
(713) 665-4253

Association of Mental Health
Administrators (AMHA)
The Pennsylvania Building
Suite 1230
425 13th Street, N.W.
Washington, DC 20004
(202) 638-6662

Association on Handicapped Student
Service Programs in Post-Secondary
Education (AHSSPPE)
Box 8256 University Station
Grand Forks, ND 58202
(701) 777-3425

Better Hearing Institute (BHI)
1430 K Street, N.W., Suite 600
Washington, DC 20005
(202) 638-7577
(800) 424-8576

Commission on Accreditation of
Rehabilitation Facilities (CARF)
2500 North Pantano Road
Tucson, AZ 85715
(602) 886-8575

Conference of Executives of American
Schools for the Deaf (CEASD)
5034 Wisconsin Avenue, N.W.
Washington, DC 20016
(202) 363-1327

Convention of American Instructors
of the Deaf (CAID)
5034 Wisconsin Avenue, N.W.
Washington, DC 20016
(202) 363-1327

Council of State Administrators of
Vocational Rehabilitation (CSAVR)
1522 K Street, N.W.
Suite 610
Washington, DC 20005
(202) 638-4634

Deafness Research Foundation (DRF)
342 Madison Avenue
New York, NY 10017
(212) 682-3737

Foundation for Science
and the Handicapped
56788 Meadowood Drive
Elkhart, IN 46514
(219) 264-8746

National Accreditation Council for Agencies
Serving the Blind and Visually
Handicapped (NAC)
79 Madison Avenue, Suite 1406
New York, NY 10016
(212) 683-8581

National Association for
Music Therapy (NAMT)
901 Kentucky, Suite 206
P.O. Box 610
Lawrence, KS 66044
(913) 842-1909

National Association of Private
Residential Facilities for the
Mentally Retarded (NAPRFMR)
6269 Leesburg Pike, Suite B-5
Falls Church, VA 22044
(703) 536-3311

National Association of Private Schools
for Exceptional Children (NAPSEC)
130 East Orange Avenue
Lake Wales, FL 33853
(813) 676-2250

National Association of Rehabilitation
Facilities (NARF)
5530 Wisconsin Avenue
Suite 955
Washington, DC 20015
(301) 654-5882

National Association of State Directors
of Special Education (NASDSE)
1201 Sixteenth Street, N.W.
Washington, DC 20036
(202) 833-4218

National Association of State Mental
Retardation Program Directors, Inc.
(NASMRPD)
20001 Jefferson Davis Highway
Suite 806
Arlington, VA 22202
(703) 920-0700

National Association of Vocational
Education Special Needs Personnel
(NAVESNP)
American Vocational Association (AVA)
2020 North 14th Street
Arlington, VA 22201
(703) 522-6121

National Council for Homemaker-Home
Health Aide Services
67 Irving Place
New York, NY 10003
(212) 674-4990

National Council for Therapy and
Rehabilitation through Horticulture
(NCTRH)
Mount Vernon, VA 22121
(703) 336-3306

National Education Association (NEA)
1201 16th Street, N.W.
Washington, DC 20036
(202) 833-4000

National Eye Research Foundation (NERF)
18 South Michigan Avenue
Chicago, IL 60603
(312) 726-7866

National Hearing Aid Society (NHAS)
20361 Middlebelt Road
Livonia, MI 48152
(313) 478-2610
(800) 521-5248

National Rehabilitation Association (NRA)
1522 K Street, N.W.
Suite 1120
Washington, DC 20005
(202) 659-2430

National Therapeutic Recreation
Society (NTRS)
1601 N. Kent Street
Arlington, VA 22209
(703) 525-0606

Project Heath
American Council on Education
One Dupont Circle, N.W.
Washington, DC 20036
(202) 833-4660

Project on the Handicapped in Science
American Association for the Advancement
of Science (AAAS)
1776 Massachusetts Avenue, N.W.
Washington, DC 20036
(202) 467-4497 (Voice/TTY)

Registry of Interpreters for the Deaf, Inc.
(RID)
814 Thayer Avenue
Silver Spring, MD 20910
(301) 588-2406 (Voice/TTY)

Rehabilitation Engineering Society of
North America (RESNA)
1701 South First Avenue
Suite 504
Maywood, IL 60153
(312) 681-2828

Facilities, Schools, Clinics

American Printing House for the
Blind (APHB)
1839 Frankfort Avenue
Louisville, KY 40206
(502) 895-2405

Carroll Center for the Blind
770 Centre Street
Newton, MA 02158
(617) 969-6200

Clovernook Home and School for the Blind
7000 Hamilton Avenue
Cincinnati, OH 45231
(513) 522-3860

Gallaudet College
Kendall Green
7th And Florida Ave., N.E.
Washington, DC 20002
(202) 651-5000 (voice or TTY)

Gesell Institute of Human Development
310 Prospect Street
New Haven, CT 06511
(203) 777-3481

Goodwill Industries of America, Inc.
9200 Wisconsin Avenue, N.W.
Washington, DC 20014
(301) 530-6500

Hadley School for the Blind
700 Elm Street
Winnetka, IL 60093
(312) 446-8111

Helen Keller National Center for Deaf-Blind
Youths and Adults
111 Middle Neck Road
Sands Point, NY 11050
(515) 944-8900

Human Resources Center
I.U. Willets Road
Albertson, NY 11507
(516) 747-5400

John Tracy Clinic
806 West Adams Boulevard
Los Angeles, CA 90007
(213) 748-5481

Joseph Bulova School of Watchmaking
40-24 62nd Street
Woodside, NY 11377
(212) 424-2929

National Institute for
Rehabilitation Engineering
97 Decker Road
Butler, NJ 07405
(201) 838-2500
(201) 838-2578 (TTY)

National Jewish Hospital/
National Asthma Center (NJH/NAC)
3800 East Colfax Avenue
Denver, CO 80206
(303) 388-4461

National Technical Institute for the
Deaf (NTID)
One Lomb Memorial Drive
Rochester, NY 14623
(716) 475-6400

Perkins School for the Blind
175 N. Beacon Street
Watertown, MA 02172
(617) 924-3434

Rubella Project
Developmental Disabilities Center
St. Luke's Roosevelt Hospital Center
428 West 59th Street
New York, NY 10019
(212) 554-6565

Sister Kenny Institute
Division of Abbott-Northwestern Hospital
Chicago Avenue at 27th Street
Minneapolis, MN 55407
(612) 874-4149

Trace Research and Development Center
for the Severely Communicatively
Handicapped
314 Waisman Center
1500 Highland Avenue
Madison, WI 53706
(608) 262-6966

Service Organizations

Adventures in Movement for
Handicapped Kids (AIM)
945 Danbury Road
Dayton, OH 45420
(513) 294-4611

Aid to Adoption of Special Kids (AASK)
3530 Grand Avenue
Suite 202
Oakland, CA 94610
(415) 451-1748

American Camping Association
Bradford Woods
Martinsville, IN 46151
(317) 342-8456

American National Red Cross
17th And D Streets, N.W.
Washington, DC 20006
(202) 737-8300

Amputee Shoe and Glove Exchange
Dr. and Mrs. R. E. Wainerdi
1635 Warwickshire Drive
Houston, TX 77077

Association of Radio Reading Services (ARRS)
1745 University Avenue
St. Paul, MN 55104
(612) 296-6034

B'nai B'rith Career and Counseling
Services (BBCCS)
1640 Rhode Island Avenue, N.W.
Washington, DC 20036
(202) 393-5284

Boy Scouts of America
Scouting for the Handicapped Service
P.O. Box 61030
Dallas-Ft. Worth Airport, TX 75261
(214) 659-2108

Child Welfare League of America (CWLA)
67 Irving Place
New York, NY 10003
(212) 254-7410

Clothing Research and Development
Foundation (CRDF)
P.O. Box 347
Milford, NJ 08848

Eye-Bank Association of America (EBAA)
3195 Maplewood Avenue
Winston-Salem, NC 27103
(919) 768-0719

Girl Scouts of the U.S.A.
830 Third Avenue
New York, NY 10022
(212) 940-7500

International Handicappers' Net
P.O. Box B
San Gabriel, CA 91778
(213) 282-0014

Just One Break, Inc. (J.O.B.)
373 Park Avenue South
New York, NY 10016
(212) 725-2500

Legal Services Corporation
733 15th Street, N.W.
Washington, DC 20006
(202) 272-4000

Louis Braille Foundation
for Blind Musicians (LBF)
215 Park Avenue South
New York, NY 10003
(212) 982-7290

National Braille Association (NBA)
654-A Godwin Avenue
Midland, NJ 07432
(201) 447-1484

National Captioning Institute, Inc.
(NCI)
5203 Leesburg Pike, Suite 1500
Falls Church, VA 22041
(703) 998-2400 (Voice)
(703) 820-2230 (TTY)

National 4-H Council
7100 Connecticut Avenue
Washington, DC 20015
(301) 656-9000

National Industries for the Blind (NIB)
320 Fulton Avenue
Hempstead, NY 11550
(516) 485-0230

National Industries for the
Severely Handicapped (NISH)
4350 East-West Highway
Suite 1120
Washington, DC 20014
(301) 654-0115

New Eyes for the Needy
549 Millburn Avenue
Short Hills, NJ 07078
(201) 376-4903

Organization for Use of the Telephone,
Inc. (OUT)
Post Office Box 175
Owings Mills, MD 21117
(301) 655-1827

People to People Committee
for the Handicapped
1522 K Street, N.W.
Room 1130
Washington, DC 20006
(202) 638-2487

Recording for the Blind (RFB)
215 East 58th Street
New York, NY 10022
(212) 751-0860

Ruth Rubin Feldman National
Odd Shoe Exchange
3100 Neilson Way - 220
Santa Monica, CA 90405
(213) 392-4416

Shriners Hospitals for Crippled Children
2900 Rocky Point Drive
Tampa, FL 33623
(813) 885-2575

Telecommunications for the Deaf, Inc.
(TDI)
814 Thayer Avenue
Silver Spring, MD 20910
(301) 588-4605 (Voice)
(301) 589-3006 (TTY)

Volunteer Services for the Blind (VSB)
919 Walnut Street
Philadelphia, PA 19107
(215) 627-0600

Religious Organizations Serving the Handicapped

American Bible Society (ABS)
1865 Broadway
New York, NY 10023
(212) 581-7400

Braille Circulating Library
2700 Stuart Avenue
Richmond, VA 23220
(804) 359-3743

Christian Record Braille Foundation, Inc.
(CRBF)
4444 South 52nd Street
Lincoln, NE 68506
(402) 288-0981
(800) 228-4189

Ephphatha Services for the Deaf and Blind (ES)
P.O. Box 713
Sioux Falls, SD 57101
(605) 339-0066

Episcopal Guild for the Blind
157 Montague Street
Brooklyn, NY 11201
(212) 625-4886

Gospel Association for the Blind, Inc.
P.O. Box 62
Del Ray Beach, FL 33444
(305) 395-0022

John Milton Society for the Blind
29 West 34th Street, 6th Floor
New York, NY 10001
(212) 736-4162

Lutheran Braille Evangelism Association
(LBEA)
660 East Montana Avenue
St. Paul, MN 55106
(612) 772-1681

Lutheran Braille Workers, Inc. (LBW)
11735 Peach Tree Circle
Yucaipa, CA 92399
(714) 797-3093

Lutheran Library for the Blind
3558 South Jefferson Avenue
St. Louis, MO 63118
(314) 664-7000

Ministries to the Deaf and Blind (MDB)
Division of Home Missions
General Council of Assemblies of God
1445 Boonville Avenue
Springfield, MO 65802
(417) 862-2781

Ministry to the Deaf
Lutheran Church-Missouri Synod
500 North Broadway
St. Louis, MO 63102
(314) 231-6969

National Catholic Education Association
(NCEA)
Special Education Department
One Dupont Circle
Suite 350
Washington, DC 20036
(202) 293-5954

National Catholic Office of the Deaf
Trinity College
Washington, DC 20017
(202) 234-4154

National Congress of Jewish Deaf (NCJD)
9102 Edmonston Court
Greenbelt, MD 20770

Xavier Society for the Blind
154 East 23rd Street
New York, NY 10010
(212) 473-7800

Sports Organizations Serving the Handicapped

American Athletic Association of the Deaf
3916 Lantern Drive
Silver Spring, MD 20902
(301) 942-4042

American Blind Bowling Association
150 N. Bellaire Avenue
Louisville, KY 40206
(502) 396-8039

American Wheelchair Bowling Association
224 N. Federal Highway, #109
Boynton Beach, FL 33435

Blind Outdoor Leisure Development (BOLD)
533 E. Main Street
Aspen, CO 81611
(303) 925-8922

Handicapped Sportspersons Association
Of Sacramento
3738 Walnut Avenue
Carmichael, CA 95608

Indoor Sports Club
1145 Highland Street
Napoleon, OH 43545
(419) 592-5756

International Committee of the Silent Sports
Gallaudet College
Florida Avenue and Seventh St., N.E.
Washington, DC 20002
(202) 651-5114 (Voice or TTY)

National Foundation for Happy Horsemanship
for the Handicapped
Box 462
Malvern, PA 19355
(215) 644-7414

National Handicapped Sports and
Recreation Association
5672 S. Pierson Street
Littleton, CO 80123
(303) 978-0564

National Wheelchair Athletic Association
40-24 62nd Street
Woodside, NY 11377
(212) 898-0976

National Wheelchair Basketball Association
110 Seaton Center
University of Kentucky
Lexington, KY 40506
(606) 257-1623

North American Riding for the Handicapped
Association, Inc.
P.O. Box 100
Ashburn, VA 22011
(703) 777-3540

United States Deaf Skiers Association
159 Davis Avenue
Hackensack, NJ 07601
Contact: Don Fields

Wheelchair Pilots Association
11018 102nd Avenue, N.
Largo, FL 33540
(813) 393-3131

National Directories of Services and Resources For the Handicapped

American Annals of the Deaf (reference issue of journal): 1979, $6.50. American Annals of the Deaf, 5034 Wisconsin Avenue NW, Washington, DC 20016. Tel.: (202) 363-1327

Directory: Cystic Fibrosis Centers for Diagnosis and Treatment of Cyctic Fibrosis and Other Pediatric Pulmonary and Gastrointestinal Diseases: 1979, 250 pages, free. Cystic Fibrosis Foundation, 6000 Executive Boulevard, Suite 309, Rockville, MD 20852 Tel.: (301) 881-9130.

Directory for Exceptional Children: 1978, 1300 pages, $25.00. Porter-Sargent Publishers, Inc., 11 Beacon Street, Boston, MA 02108. Tel.: (617) 523-1670.

Directory of Agencies Serving the Visually Handicapped in the United States: 1978, 437 pages, $10.00. American Foundation for the Blind, Inc., 15 West 16th Street, New York, NY 10011. Tel.: (212) 620-2000.

Directory of Education Facilities for the Learning Disabled: 1979-80, 59 pages, $1.00 plus $.50 postage. Association for Children with Learning Disabilities, 4156 Library Road, Pittsburgh, PA 15234. Tel.: (412) 341-1515.

Directory of Halfway Houses and Community Residences for the Mentally Ill: 1978, 38 pages, Pub. No. ADM 78-594, free. National Institute of Mental Health, Public Inquiries, 5600 Fishers Lane, Room 11A21, Rockville, MD 20857. Tel.: (301) 443-4515.

Directory of Hemophilia Treatment Centers: 1979, 62 pages, $2.00 plus postage (free to chapter members). National Hemophilia Foundation, 25 West 39th Street, New York, NY 10018. Tel.: (212) 369-9740.

Directory of National, Federal, and Local Sickle Cell Disease Programs: 1978, 30 pages, Pub. No. NIH 78-714, free. Sickle Cell Disease Branch, Division of Blood Diseases and Resources, National Heart, Lung and Blood Institute, Federal Building, Room 504, Bethesda, MD 20014. Tel.: (301) 496-6931

Directory of Organizations Interested in the Handicapped: 1980, 60 pages, $2-handicapped individuals or their families; $3-all others. People to People Committee for the Handicapped, 1522 K Street NW, Washington, DC 20005. Tel.: (202) 638-2487.

Guide to Epilepsy Services: 1978, 279 pages, free. Epilepsy Foundation of America, 1828 L Street NW, Suite 406, Washington, DC 20036. Tel.: (202) 293-2930.

Membership Referral Roster: 1978, 70 pages, free. Academy of Dentistry for the Handicapped, 1726 Champa, Suite 422, Denver, CO 80202. Tel.: (303) 573-0246.

National Association of Private Residential Facilities for the Mentally Retarded: Directory of Members: 1979, 40 pages, $15.00. National Association of Private Residential Facilities for the Mentally Retarded, 6269 Leesburg Pike, Falls Church, VA 22044. Tel.: (703) 536-3111.

The 1978 Guide to Clinical Services in Speech-Language Pathology and Audiology: 1978, 191 pages, $8.00. American Speech-Language Association, 10801 Rockville Pike, Rockville, MD 20852. Tel.: (301) 897-5700.

Research Directory of Rehabilitation Research and Training Centers: 1980, free to organizations in the Rehabilitation field. National Institute of Handicapped Research, Department of Health, Education, and Welfare, Washington, DC 20201.

Resource Directory of Handicapped Scientists: 1979, free. Project on the Handicapped in Science, Office of Opportunities in Science, American Association for the Advancement of Science, 1776 Massachusetts Avenue NW, Washington, DC 20036. Tel.: (202) 467-4497 (voice or TTY).

Special Education Programs for Emotionally Disturbed Adolescents: A Directory of State Education Agency Services: 1978, 44 pages, $4.00. NASDSE, 1201 16th Street NW, Washington, DC 20036. Tel.: (202) 833-4193.

A Training and Resource Directory for Teachers Serving Handicapped Students K through 12: 1977, 213 pages, free. Office for Civil Rights, HEW, Room 5146, 330 Independence Avenue SW, Washington, DC 20201. Tel.: (202) 245-7504.

Directory of Agencies: U.S. Voluntary, International Voluntary, Intergovernment: 1978, 98 pages. $5.00 plus 10% for postage. National Association of Social Workers, 1425 H Street NW, Washington, DC 20005. Tel.: (202) 628-6800.

Directory of Cancer Research Information Resources: 1979, 250 pages, Order Number PB293 187. $10.75. (North American Continent), double (foreign orders). National Technical Information Service, Subscription Department, Sills Building, 5285 Port Royal Road, Springfield, VA 22161.

Directory of Community Health Centers: 1978, 15 pages, free. Program Services Branch, Bureau of Community Health Services, Room 7-08, 5600 Fishers Lane, Rockville, MD 20857. Tel.: (301) 443-3196.

Directory of Homemaker-Home Health Aide Service in the United States, Canada, Puerto Rico, and the Virgin Islands: 1977, 412 pages, $10.00. National Council for Homemaker-Home Health Aide Services, 67 Irving Place, New York, NY 10003. Tel.: (213) 674-4990.

Directory of Information and Referral Services in the U.S. and Canada: 1978, 229 pages, $5.00 to members, $6.00 to nonmembers. Alliance of Information and Referral Services, PO Box 10705, Phoenix, AZ 85064. Tel.: (602) 263-7857.

Encyclopedia of Associations: National Organizations of the U.S.: 1979, 1566 pages, $90.00. Gayle Research Col. Book Tower, Detroit, MI 48225.

National Directory of Children and Youth Services: 1979, 538 pages, $39. CPR Directory Services Co., 1301 20th Street NW, Washington, DC 20036. Tel.: (202) 785-4061.

National Directory of State Agencies: 1978-79, 679 pages, $55 plus $2.65 for postage. Information Resources Press, 1700 North Moore Street, Arlington, VA 22209. Tel.: (703) 558-8200.

The 1979 Directory of Federally Funded Community Mental Health Centers: 1979, 85 pages, Pub. No. ADM 79-258. Single copies free. National Institute of Mental Health, Public Inquiries Section, Room 11A21, 5600 Fishers Lane, Rockville, MD 20857. Tel.: (301) 443-4513.

International Telephone Directory of the Deaf: 1979, 132 pages, $5.00. Telecommunications for the Deaf, Inc., 814 Thayer Avenue, Silver Spring, MD 20910. Tel.: (301) 588-4605, voice; (301) 587-3006, TTY.

International Directory of Access Guides: 1978-79, 24 pages, free Rehabilitation International, USA, 20 West 40th Street, New York, NY 10018. Tel.: (212) 869-9907.

U.S. Rehabilitation Facilities Which Welcome Foreign and American Professional Visitors: 1979, 16 pages, $1.50 (US), free (abroad). Host Directory, Rehabilitation International, USA, 20 West 40th Street, New York, NY 10018. Tel.: (212) 869-0461.

STATE RESOURCES

STATE AGENCIES AND DIRECTORS
GOVERNOR'S COMMITTEES ON EMPLOYMENT OF THE HANDICAPPED

Alabama
Executive Secretary
Governor's Committee on EH
Division of Rehabilitation and Crippled Children
P.O. Box 11586
2129 East South Boulevard
Montgomery, AL 36111
(205) 281-8780

Alaska
Chairperson
P.O. Box 551
Bethel, AK 99559
(907) 543-2927

Arizona
Executive Secretary
Governor's Committee on EH
1400 W. Washington, Room 219
Phoenix, AZ 85007
(602) 225-3966

Arkansas
Executive Secretary
Governor's Committee on EH
P.O. Box 2981
Little Rock, AR 72203
(501) 371-2405

California
Executive Secretary
Governor's Committee for EH
800 Capitol Mall, Rm. 5054
Sacramento, CA 95814
(916) 323-2545

Colorado
Executive Director
Governor's Council on the Handicapped
1313 Sherman Street, Room 420
Denver, CO 80203
(303) 839-2895

Connecticut
Executive Secretary
Governor's Committee on EH
Department of Labor Building
Wethersfield, CT 06109
(203) 566-4322

Delaware
Executive Secretary
Governor's Committee on EH
7th Floor, State Office Bldg.
820 French Street
Wilmington, DE 19810
(302) 571-3926

District of Columbia
Executive Secretary
Mayor's Committee on Employment of the Handicapped
122 C Street, NW
Room 200C
Washington, DC 20001
(202) 727-0968, 0969, 0970

Florida
Executive Director
Governor's Committee on EH
Madison Street
204 Caldwell Building
Tallahassee, FL 32304
(904) 487-2222

Georgia
Executive Secretary
Governor's Committee on EH
1599 Memorial Drive, SE
Atlanta, GA 30317
(404) 656-2641 or 378-7591 ext. 52

Hawaii
Executive Secretary
Commission on the Handicapped
250 South King Street, Rm. 602
Honolulu, KI 96813
(808) 548-7606

Idaho
Executive Secretary
Governor's Committee for EH
P.O. Box 35
Boise, ID 83735
(208) 384-2604

Illinois
President's Committee c/o:
Division of Vocational Rehabilitation
623 East Adams Street
Springfield, IL 62706
(217) 782-2093

Indiana
Executive Secretary
Indiana State Commission for the Handicapped
1330 W. Michigan Street
Indianapolis, IN 46206
(317) 633-0286 or 633-0288

Iowa
Executive Secretary
Governor's Committee on EH
Grimes State Office Building
Des Moines, IA 50319
(515) 281-5969

Kansas
Executive Secretary
Kansas Committee on EH
126-South, State Office Building
Topeka, KS 66612
(913) 296-5283

Kentucky
Executive Secretary
Governor's Commission on Employment of the Handicapped
600 West Cedar Street
Louisville, KY 40203
(502) 588-4167

Louisiana
Director
Louisiana Bureau for Handicapped Persons
530 Lakeland Drive
Baton Rouge, LA 70802
(504) 342-2723

Maine
Executive Secretary
Governor's Committee on EH
32 Winthrop Street
Augusta, ME 04330
(207) 289-3056

Maryland
Executive Director
Governor's Committee on EH
2100 Guilford Avenue
Baltimore, MD 21218
(301) 383-5285

Massachusetts
Chairman
Commission on Employment of the
Handicapped
1 Ashburton Place
Room 301
Boston, MA 02108
(617) 727-7440

Michigan
Executive Secretary
Commission on Handicapped Concerns
Box 30015
309 Washington Avenue
Lansing, MI 48909
(517) 373-8397

Minnesota
Executive Director
Minnesota State Council for the Handicapped
Metro Square
7th and Robert Streets, Suite
St. Paul, MN 55101
(612) 296-6785

Mississippi
Executive Secretary
Governor's Committee on EH
416 North State Street, Suite 5
Jackson, MS 39201
(601) 354-7745

Missouri
Executive Secretary
Governor's Committee on EH
Kansas City Employment Security Office
1411 Main Street
Kansas City, MO 64105
(816) 471-5700 Ext. 367

Montana
Executive Secretary
Governor's Subcommittee on EH
35 South Last Chance Gulch
P.O. Box 169 Capitol Building
Helena, MT 59601
(406) 449-5600

Nebraska
Director
Nebraska Governor's Committee on EH
Department of Education
Division of Rehabilitation Services
301 Centennial Mall, South 6th Fl.
Lincoln, NB 68509
(402) 471-2961

Nevada
Executive Director
Governor's Committee on EH
505 King Street, Room 502
Carson City, NV 89710
(702) 885-4440

New Hampshire
Executive Director
Governor's Commission of EH
6 Loudon Road
Concord, NH 03301
(603) 271-2773

New Jersey
Executive Director
New Jersey Govenor's Committee on
Employment of the Handicapped
John Fitch Plaza Rm. 1005
P.O. Box 2098
Trenton, NJ 08625
(609) 292-0056 or (609) 292-2919

New Mexico
Executive Secretary
Commission on Concerns of Handicapped
P.O. Box 1830
Santa Fe, NM 87503
(505) 827-2396

New York
Advocate for the Disabled
Room 3712
2 World Trade Center
New York, NY 10047
(212) 938-0186

North Carolina
Director
Governor's Council on Employment of the
Handicapped
Department of Administration
116 West Jones Street
Raleigh, NC 27611
(919) 733-3111

North Dakota
Executive Director
Governor's Council on Human Resources
State Capitol - 13th Floor
Bismarck, ND 58505
(701) 224-2970

Ohio
Executive Secretary
Ohio Governor's Committee on Employment
of the Handicapped
4656 Heaton Road
Columbus, OH 43214
(614) 438-1392

Oklahoma
Executive Director
Governor's Committee on EH
301 Will Rogers Building
Oklahoma City, OK 73105
(405) 521-3758

Oregon
Executive Secretary
Governor's Committee on EH
875 Union NE
Salem, OR 97311
(503) 378-4545

Pennsylvania
Executive Secretary
Pennsylvania Governor's Committee on
Employment of the Handicapped
1306 Labor and Industry Building
7th and Forster Streets
Harrisburg, PA 17120
(717) 787-1394

Puerto Rico
Executive Secretary
Governor's Committee on EH
G.P.O. Box 2554
San Juan, Puerto Rico 00936

Rhode Island
Executive Director
Governor's Committee on EH
150 Washington Street
Providence, RI 02903
(401) 277-3734 or 35

South Carolina
Executive Secretary
South Carolina Governor's Committee on
Employment of the Handicapped
1550 Gadsen Street
P.O. Box 1406
Columbia, SC 29202
(803) 758-2253

South Dakota
Executive Secretary
Governor's Advisory Committee of EH
2nd Floor, Richard F. Kneip Building
Illinois Street
Pierre, SD 57401
(605) 773-4556

Tennessee
Executive Director
Governor's Committee on EH
1808 West End Avenue
Room 424
Nashville, TN 37203
(615) 741-2051

Texas
Executive Secretary
Governor's Committee on EH
Texas Rehabilitation Commission
118 E. Riverside Drive
Austin, TX 78704
(512) 447-0100

Utah
Executive Secretary
Utah Governor's Committee on EH
150 North West Temple
Salt Lake City, UT 84111
(801) 533-6770

Vermont
President
H.O.P.E. Inc.
Box 556
Waterbury, VT 05676

Virgin Islands
Executive Secretary
Director, Division of Vocational Rehab.
Department of Social Welfare
P.O. Box 539
St. Thomas, Virgin Islands 00801

Washington
Executive Secretary
Governor's Committee on EH
Employment Security Building
Olympia, WA 98504
(206) 753-1547

West Virginia
Executive Secretary
Governor's Committee on EH
4407 MacCorkle Avenue SE
Charleston, WV 25304
(304) 348-2646

Wisconsin
Executive Director
Governor's Committee for People with
Disabilities
One South Park Street, 5th Floor
Madison, WI 53715
(608) 266-5378

Wyoming
Executive Director
Governor's Committee for EH
Room 317, Hathaway Building
Cheyenne, WY 82002
(307) 777-7657

CRIPPLED CHILDREN'S STATE AGENCIES

Alabama Crippled Children's Svcs.
2129 East South Blvd.
Montgomery, Alabama 36111
(205) 281-8780

Alaska State Dept. Health & Social Svcs.
Family Health Section
Pouch H, Health and Welfare Bldg.
Juneau, Alaska 99801
(907) 465-3100

Arizona State Crippled Children's Hospital
200 North Curry Road
Tempe, Arizona 85281
(602) 244-9471

Arkansas Dept. Social and Rehabilitative Svcs.
Arkansas Social Svcs.
Crippled Children's Section
P.O. Box 1437
Little Rock, Arkansas 72203
(501) 371-2277

California State Dept of Health
Crippled Children's Svcs. Sec.
741-744 P Street
Sacramento, California 95814
(916) 322-2090

Colorado Dept of Health
Handicapped Children's Program
4210 East 11th Avenue
Denver, Colorado 80220
(303) 388-6111

Connecticut State Dept of Health
Crippled Children's Section
79 Elm Street
Hartford, Connecticut 06115
(203) 566-5425

Delaware Bur. of Personal Health Svcs.
Division of Public Health
Jesse Cooper Memorial Bldg.
Capital Square
Dover, Delaware 19901
(302) 736-4768

D.C. Dept. of Human Resources
Maternal and Child Health and Crippled
Children's Svcs.
1875 Connecticut Ave., N.W.
Washington, DC 20001
(202) 673-6670

Florida Dept of Health and Rehabilitative
Svcs.
Children's Medical Svcs. Program
Building 5, 1323 Winewood Blvd.
Tallahassee, Florida 32301
(904) 487-2690

Georgia Dept of Human Resources
Division of Physical Health
Crippled Children's Unit
618 Ponce de Leon Ave., N.E.
Atlanta, Georgia 30308
(404) 894-4081

Hawaii State Dept of Health
Crippled Children's Svcs. Branch
P.O. Box 3378
Honolulu, Hawaii 96801
(808) 548-5830

Idaho State Dept of Health & Welfare
Bureau of Child Health
Crippled Children's Svcs.
State House
700 West State Street
Boise, Idaho 83720
(208) 384-2136

Illinois Div. Svcs. Crippled Children
540 Iles Park Place
Springfield, Illinois 62718
(217) 782-7001
FTS: 8-956-7001

Indiana State Dept of Public Welfare
Division of Svcs. for Crippled, Room 701
100 North Senate Avenue
Indianapolis, Indiana 46204
(317) 633-5764
FTS: 8-336-5464

Iowa State Svcs. for Crippled Children
University of Iowa
Iowa City, Iowa 52242
(319) 353-4431

Kansas State Dept Health & Environment
Bureau of Maternal & Child Health
Topeka, Kansas 66620
(913) 862-9360, ex 437

Kentucky State Dept of Human Resources
Bureau for Health Services
275 East Main Street
Frankfort, Kentucky 40601
(502) 564-4830
FTS: 8-351-4830

Louisiana Dept of Health/Human Resources
Handicapped Children's Program
P.O. Box 60630
New Orleans, Louisiana 70160
(504) 568-5048

Maine Division of Child Health
Department of Human Resources
State House
Augusta, Maine 04330
(207) 289-3311

Maryland Dept Health & Mental Hygiene
Preventative Medicine Admin.
Division of Crippled Children
201 West Preston Street
Baltimore, Maryland 21201
(301) 383-2821
FTS: 8-932-2821

Massachusetts State Dept of Public Health
Division of Family Health
39 Boylston Street
Boston, Massachusetts 02116
(617) 737-3372

Michigan Dept of Public Health
Bureau of Maternal & Child Health
3500 North Logan Street
Lansing, Michigan 48914
(517) 373-3650
FTS: 8-253-3650

Minnesota Dept of Health
Crippled Children's Services
717 Delaware Street, S.E.
Minneapolis, Minnesota 55440
(612) 296-5372
FTS: 8-776-5372

Mississippi State Board of Health
Bureau of Family Health Services
Crippled Children's Services
P.O. Box 1700
Jackson, Mississippi 39205
(601) 354-6680

Missouri Dept of Social Services
Division of Health
Crippled Children's Services
P.O. Box 570, 3rd Floor
Broadway State Office Building
Jefferson City, Missouri 65101
(314) 751-4667

Montana Dept of Health and Environmental
Sciences
Health Services Division
Maternal and Child Health
Cogswell Building
Helena, Montana 59601
(406) 449-2554

Nebraska Dept of Public Welfare
Services for Crippled Children
301 Centennial Mall, 5th Floor
Lincoln, Nebraska 68509
(402) 471-3121 ex 186
FTS: 8-867-5211 ex 177 or 178

Nevada State Dept of Human Resources
Division of Public Health
505 East King Street
Room 205, Capitol Complex
Carson City, Nevada 89010
(702) 885-4885

New Hampshire State Dept of Health/Welfare
Division of Public Health
61 South Spring Street
Concord, New Hampshire 03301
(603) 842-2681

New Jersey State Department of Health
Crippled Children's Program
Health and Agricultural Bldg.
Trenton, New Jersey 08625
(609) 292-5676
FTS: 8-477-5676

New Mexico State Health Agency
Health and Environment Dept
P.O. Box 968
Sante Fe, New Mexico 87501
(505) 827-3201 ex 500

New York State Dept of Health
Bureau of Medical Rehabilitation
Empire State Plaza
Tower Building
Albany, New York 12237
(518) 474-1911
FTS: 8-564-1911

North Carolina Dept of Human Resources
Crippled Children's Section
Division of Health Services
P.O. Box 2091
Raleigh, North Carolina 27602
(919) 733-7437

North Dakota Social Service Board
State Capitol Building
Bismarck, North Dakota 58501
(701) 224-2436

Ohio State Department of Health
Div of Maternal and Child Health
P.O. Box 118
450 East Town Street
Columbus, Ohio 43215
(614) 466-3263
FTS: 8-942-3263

Oklahoma Dept of Institutions, Social
and Rehabilitative Svcs.
Crippled Children's Unit
P.O. Box 25352
Oklahoma City, Oklahoma 73125
(405) 271-3902

Oregon Crippled Children's Div
University of Oregon Medical School
3181 Southwest Sam Jackson Park Rd.
Portland, Oregon 97201
(503) 224-8362

Pennsylvania State Dept of Health
Bureau of Children's Services
Children's Rehabilitation Services
407 South Cameron Street
Harrisburg, Pennsylvania 17120
(717) 783-5436

Rhode Island Dept of Health
Division of Child Health
75 Davis Street, Room 302
Providence, Rhode Island 02908
(401) 277-2312

South Carolina Dept of Health and
Environmental Control
Children's Services
J. Marion Sims Building
Columbia, South Carolina 29201
(803) 758-5594

South Dakota State Dept of Health
Division of Health Services
Joe Foss Bldg.-Rm. 313
Pierre, South Dakota 57501
(605) 224-3143

Tennessee State Dept of Public Health
Crippled Children's Services
347 Cordell Hull Building
Nashville, Tennessee 37219
(615) 741-7335

Texas Dept of Health
Crippled Children's Program
1100 West 49th Street
Austin, Texas 78576
(512) 458-7700

Utah State Division of Health
Crippled Children's Services
44 Medical Drive
Salt Lake City, Utah 84113
(801) 533-4390

Vermont Dept of Health
Child Health Services
115 Colchester Avenue
Burlington, Vermont 05402
(802) 862-5701 ex 311

Virginia State Dept of Health
Div of Hospital Med. Svcs.
Bureau of Crippled Children's Svcs.
109 Governor Street
Richmond, Virginia 23219
(804) 770-3691
FTS: 8-936-3691

Washington Dept of Social & Health
Services
Division of Health Services
Child Health Section
MS: LC-12-A
Olympia, Washington 98504
(206) 753-2571

West Virginia State Dept of Welfare
Div of Crippled Children's Svcs.
1212 Lewis Street, Morris Square
Charleston, West Virginia 25301
(304) 348-3071
FTS: 8-885-3071

Wisconsin State Dept of Public Instruction
Bureau for Crippled Children
126 Langdon Street
Madison, Wisconsin 53702
(608) 266-3886
FTS: 8-366-3886

Wyoming State Dept of Health/Social Services
Div of Health and Medical Svcs.
Hathaway Office Building
Cheyenne, Wyoming 82002
(307) 777-7121

DEVELOPMENTAL DISABILITIES STATE AGENCIES

Alabama Dept Mental Health
Developmental Disabilities Program
502 Washington Street
Montgomery, Alabama 36130
(205) 834-4350

Alaska Dept Health & Social Svcs.
Developmental Disabilities Program
Pouch H-04
Juneau, Alaska 99811
(907) 465-3372

Arizona Dept of Economic Security
Developmental Disabilities Program
P.O. Box 6123
Phoenix, Arizona 85005
(602) 271-5678

Arkansas Dept of Social & Rehabilitation
Services
Developmental Disabilities Program
Waldon Bldg., Suite 400
7th & Main
Little Rock, Arkansas 72201
(501) 371-3482

California State Health & Welfare Agency
Developmental Disabilities Program
915 Capitol Mall, Off. Bldg. 1
Sacramento, California 95814
(916) 322-2862

Colorado Dept of Institutions
Developmental Disabilities Program
4150 S. Lowell Blvd.
Denver, Colorado 80236
(303) 761-0220 ext 370

Connecticut Dept Mental Retardation
Developmental Disabilities Program
79 Elm Street
Hartford, Connecticut 06115
(203) 566-2034

Delaware Dept Health & Social Services
Developmental Disabilities Program
Delaware State Hospital
New Castle, Delaware 19720
(302) 421-6705

District Office of Soc. Srvs. P&D
Developmental Disabilities Program
122 C Street, N.W., 8th Floor
Washington, DC 20004
(202) 727-0772

Florida Dept Health and Rehabilitation
Services
Developmental Disabilities Program
1311 Winewood Blvd
Tallahassee, Florida 32301
(904) 488-4257

Georgia Dept Human Resources
Div Mental Health & Mental Retardation
Developmental Disabilities Program
47 Trinity Avenue, SW, Rm. #542-H
Atlanta, Georgia 30334
(404) 656-6370

Hawaii State Dept of Health
Children's Health Svcs. Div
Developmental Disabilities Program
P.O. Box 3378
Honolulu, Hawaii 96801
(808) 548-6505

Idaho Dept of Health & Welfare
Developmental Disabilities Program
State House
Boise, Idaho 83720
(208) 334-4181
FTS: 8-554-4181

Illinois Dept Mental Health
Developmental Disabilities Program
401 South Spring Street
Springfield, Illinois 62706
(217) 782-2243

Indiana Dept Mental Health
Div Mental Retardation & Other
Developmental Disabilities
5 Indiana Square
Indianapolis, Indiana 46204
(317) 633-7562

Iowa Office for Planning & Programs
Developmental Disabilities Program
523 East 12th Street
Des Moines, Iowa 50319
(515) 281-5880

Kansas Dept Social and Rehabilitation
Services
Director of Institutions
Developmental Disabilities Program
State Office Building - 6th Floor
Topeka, Kansas 66612
(913) 296-3271

Kentucky Bureau for Health Svc's
Developmental Disabilities Program
275 East Main Street
Frankfort, Kentucky 40601
(502) 564-7190

Louisiana Health & Human Resources Adm
Division of Mental Retardation
Developmental Disabilities Program
P.O. Box 44215
Baton Rouge, Louisiana 70802
(504) 389-2360

Maine Dept Mental Health & Correction
Bureau of Mental Retardation
Developmental Disabilities Program
State Office Bldg., Rm #411
Augusta, Maine 04330
(207) 289-3167

Maryland Dept Health & Mental Hygiene
Developmental Disabilities Program
301 West Preston Street
Baltimore, Maryland 21201
(301) 383-3358

Massachusetts Div. of Physical Affairs
Developmental Disabilities Program
1 Ashburton Place, Room 1020
Boston, Massachusetts 02108
(617) 727-4178

Michigan Dept of Mental Health
Developmental Disabilities Program
Lewis-Cass Building
Lansing, Michigan 48926
(517) 373-3500

Minnesota State Planning Agency
Developmental Disabilities Program
200 Capitol Square Bldg.
550 Cedar Street
St. Paul, Minnesota 55101
(612) 296-4018

Mississippi Dept of Mental Health
Developmental Disabilities Program
607 Lee Bldg
Jackson, Mississippi 39201
(601) 354-6692

Missouri Dept of Mental Health
Developmental Disabilities Program
2002 Missouri Blvd, P.O. Box 687
Jefferson City, Missouri 65101
(314) 751-4054

Montana Dept Social and Rehabilitation
Services
Developmental Disabilities Program
P.O. Box 4210
Helena, Montana 59601
(406) 449-2995

Nebraska Dept of Health
Developmental Disabilities Program
P.O. Box 95007
Lincoln, Nebraska 68509
(402) 471-2133

Nevada Dept of Human Resources
Developmental Disabilities Program
600 Kinkead Bldg, Capitol Complex
Carson City, Nevada 89710
(702) 885-4730

New Hampshire Dept Health & Welfare
Division of Mental Health, Off of M.R.
Developmental Disabilities Program
105 Pleasant Street
Concord, New Hampshire 03301
(603) 271-4682

New Jersey Dept of Human Resources
Division of Mental Retardation
Developmental Disabilities Program
222 South Warren St.
Captiol Place 1
Trenton, New Jersey 08625
(609) 292-3742

New Mexico Dept of Education
Div of Vocational Rehabilitation
Developmental Disabilities Program
P.O. Box 1830
Santa Fe, New Mexico 87503
(505) 476-2266

New York Off. of MR & DD
Developmental Disabilities Program
44 Holland Avenue
Albany, New York 12208
(518) 474-6566

North Carolina Developmental
Disabilities Council Staff
325 North Salisbury St.
Raleigh, North Carolina 27611
(919) 733-7787

North Dakota Dept of Health
Developmental Disabilities Program
909 Basin Avenue
Bismarck, North Dakota 58505
(701) 224-2769

Ohio Dept Mental Health and
Mental Retardation
Developmental Disabilities Program
30 East Broad Street, Rm #1182
Columbus, Ohio 43215
(614) 466-5205

Oklahoma Dept Institutions, Social
& Rehabilitation Services
Developmental Disabilities Program
Sequoyah Memorial Office Bldg
P.O. Box 25352
Oklahoma City, Oklahoma 73125
(405) 521-3617

Oregon MR Services & DD
Mental Health Division
Developmental Disabilities Program
2575 Bittern Street, NE
Salem, Oregon 97310
(503) 378-2429
FTS: 8-530-2429

Pennsylvania DD State Adm. Agency
Developmental Disabilities Program
2101 N. Front St.
Harrisburg, Pennsylvania 17110
(717) 787-3409

Rhode Island Dept Mental Health,
Retardation & Hospitals
Developmental Disabilities Program
600 New London Avenue
Cranston, Rhode Island 02920
(401) 464-3231

South Carolina Office of the Governor
Division of Health & Social Development
Developmental Disabilities Program
Edgar Brown Building, Rm. 415
Columbia, South Carolina 29240
(803) 758-7886

South Dakota Division of Mental Health
and Mental Retardation
Developmental Disabilities Program
State Office Bldg, Third Floor
Pierre, South Dakota 57501
(605) 224-3438

Tennessee Dept of Mental Health
   and Mental Retardation
Developmental Disabilities Program
501 Union Bldg, 4th Floor
Nashville, Tennessee 37219
(615) 741-3803

Texas Dept of Mental Health and
   Mental Retardation
Developmental Disabilities Program
Box 12668, Capitol Station
Austin, Texas 78711
(512) 454-3761

Utah Dept of Social Services
Division of Family Services
Developmental Disabilities Program
150 North Temple, Suite 370
Salt Lake City, Utah 84103
(801) 533-7146

Vermont Agency of Human Services
Developmental Disabilities Program
79 River Street, State Off. Bldg.
Montpelier, Vermont 05602
(802) 282-2471

Virginia State Dept of MH & MR
Developmental Disabilities Program
109 Governor Street
Richmond, Virginia 23219
(804) 770-4982

Washington Dept of Social and
   Health Services
Developmental Disabilities Program
Mail Stop OB-42-C
Olympia, Washington 98504
(206) 753-3900
FTS: 8-434-3900

West Virginia Dept of Health
Developmental Disabilities Program
State Capitol
Charleston, West Virginia 25305
(304) 348-2971

Wisconsin Dept Health & Social Services
Developmental Disabilities Program
1 West Wilson Street
Madison, Wisconsin 53702
(608) 266-3304

Wyoming Dept Health & Social Services
Div of Mental Health/Mental Retardation
Developmental Disabilites Program
Hathaway Bldg.
Cheyenne, Wyoming 82002
(307) 328-9115

STATE DIRECTORS OF SPECIAL EDUCATION

Alabama
Dr. Cecil Bobo
Chief Consultant and Supervisor
Exceptional Children and Youth
State Department of Education
Montgomery, AL 36104
(205) 832-3230

Alaska
John M. Stamm, Administrator
Section on Exceptional Children and Youth
Division of Instruction Services
State Department of Education
Pouch F
Juneau, AK 99801
(907) 465-2970

American Samoa
Beth Scott
Director, Special Education
Department of Education
Pago Pago, American Samoa 96799
(Dial 9-0) 633-4789

Arizona
Diane Peterson
State Department of Education
1535 W. Jefferson
Phoenix, AZ 85007
(602)255-3183

Arkansas
Mr. Larry Rogers
Coordinator of Speical Education
Division of Insturctional Services
Department of Education
Arch Ford Education Building
Little Rock, AR 72201
(501) 371-2161

California
Gordon Duck, Assistant Superintendent
Public Instruction
721 Capitol Mall, Room 614
Sacramento, CA 95814
(916) 445-4036

Colorado
Dr. Peter Fanning
Pupil Services Unit
State Department of Education
State Office Building
Denver, CO 80203
(303) 839-2727

Connecticut
Dr. Tom Gillung, Bureau Chief
Bureau of Pupil Personnel and Special
Educational Services
State Department of Education
Hartford, CT 06115
(203) 566-4383

Delaware
Dr. Carl M. Halton
Director of Instruction
State Department of Public Instruction
Townsend Building
Dover, DE 19901
(302) 678-5471

District of Columbia
Dr. Doris A. Woodson, Asst. Superintendent
Special Education, Division of Special
Educational Programs
415 12th Street, N.W.
Washington, DC 20004
(202) 724-4018

Florida
Dr. Landis M. Stetler, Chief
Bureau of Education for Exceptional Students
Flroida Department of Education
319 Knott Building
Tallahassee, FL 32304
(904) 488-1570 or 3205

Georgia
Arthur E. Bilyeu, Ed.D., Director
Prog. for Exceptional Children
State Office Building
State Department of Education
Atlanta, GA 30334
(404) 656-2678

Guam
Mrs. Victoria Harper
Associate Superintendent
Deaprtment of Education
P.O. Box DE
Agana, Guam 96910
(Dial 9-0) 772-8300

Hawaii
Mr. Miles S. Kawatachi
Special Needs Branch
State Department of Education
Box 2360
Honolulu, HI 96804
(808) 548-6923

Idaho
Dr. Judy Schrag
Department of Education,
Special Education Division
Len Jordan Building
Boise, ID 83720
(208) 384-2203

Illinois
Dr. Joe Fisher
Assistant Superintendent
Department of Special Educational Services
100 North First Street
Springfield, IL 62777
(217) 782-6601

Indiana
Mr. Gilbert A. Bliton
Division of special Education
Department of Public Instruction
229 State House
Indianapolis, IN 46204
(317) 927-0216

Iowa
Mr. J. Frank Vance
Division of special Education
State Department of Public Instruction
Grimes State Office Building
Des Moines, IA 50319
(515) 281-3176

Kansas
Mr. James E. Marshall
Director of Special Education
State Department of Education
120 East Tenth Street
Topeka, KS 66612
(913) 296-3866

Kentucky
Billie R. Downing, Assistant Superintendent
Bureau of Education for Exceptional Children
West Frankfort Complex
8th Floor, Capital Plaza Tower
Frankfort, KY 40601
(502) 564-4970

Louisiana
Dr. Henry Smith
Special Educational Services
State Department of Education
Capitol Station, P.O. Box 44064
Baton Rouge, LA 70804
(504) 342-3641

Maine
Mr. John T. Kierstead
Division of Special Education
State Department of Educational and
Cultural Services
Augusta, ME 04330
(207) 289-3451

Maryland
Martha Irvin, Acting State Director
Division of Special Education
Maryland State Department of Education
P.O. Box 8717, BWI Airport
Baltimore, MD 21240
(301) 796-8300 ex. 256

Massachusetts
Dr. Roger Brown
Associate Commissioner and Director
Division of Special Education
State Department of Education
31 St. James Avenue
Boston, MA 02116
(617) 727-6217

Michigan
Mr. Murray O. Batten
Special Education Services
State Department of Education
P.O. Box 420
Lansing, MI 48902
(517) 373-1695

Minnesota
Mr. John C. Groos
Special Education Section
State Department of Education
Capitol Square, 550 Cedar Street
St. Paul, MN 55101
(612) 296-4163

Mississippi
Dr. Walter H. Moore
Division of Special Education
State Department of Education
P.O. Box 771
Jackson, MS 39205
(601) 354-6950

Missouri
Dr. Roland J. Werner, Jr.
Special Education Director
Department of Elementary and
Secondary Education
P.O. Box 480
Jefferson City, MO 65101
(314) 751-2965

Montana
Shirley Miller
Special Education
Office of the Superintendent of
Public Instruction
State Capitol
Helena, MT 59601
(406) 449-5660

Nebraska
Mr. Gary Sherman
Special Education Section
State Department of Education
223 South 10th Street
Lincoln, NE 68508
(402) 471-2471

Nevada
Frank South, Director
Division of Special Education
State Department of Education
400 W. King Street, Capitol Complex
Carson City, NV 89701
(702) 885-5700 ex 214

New Hampshire
Mr. Robert Kennedy
Special Education
State Department of Education
105 Loudon Road, Building #3
Concord, NH 03301
(603) 271-3741

New Jersey
Mr. Paul B. Winkler, Deputy
Associate Commissioner, PPS
State Department of Education
225 W. State Street
Trenton, NJ 08625
(609) 292-7602

New Mexico
Mr. Elie S. Gutierrez
Division of Special Education
State Department of Education
State Educational Building
300 Don Gaspar Avenue
Santa Fe, NM 87503
(505) 827-2793

New York
Mr. Lou Grumet
Office for the Education of Children
with Handicapping Conditions
State Education Department
55 Elk Street
Albany, NY 12234
(518) 474-5548

North Carolina
Mr. Theodore R. Drain
Division for Exceptional Children
State Department of Public Instruction
Raleigh, NC 27611
(919) 733-3921

North Dakota
Roger Miller
Special Education
State Department of Public Instruction
Bismarck, ND 58501
(701) 224-2277

Ohio
Mr. S.J. Bonhan, Jr.
Division of Special Education
State Department of Education
933 High Street
Worthington, OH 43085
(614) 466-2650

Oklahoma
Dr. Maurice P. Walraven
Director of Special Education
State Department of Education
2500 N. Lincoln, Suite 263
Oklahoma City, OK 73105
(405) 521-3351

Oregon
Dr. Mason D. McQuiston
Director of Special Education
Oregon Department of Education
942 Lancaster Drive, N.E.
Salem, OR 97310
(503) 378-3598

Pennsylvania
Dr. Gary Makuch
Bureau of Special and Compensatory Education
Department of Education
P.O. Box 911
Harrisburg, PA 17126
(717) 783-1264

Puerto Rico
Mrs. Gloria Bermudez de Miranda
Special Education Program for
Handicapped Chidlren
Department of Education
P.O. Box 759
Hato Rey, PR 00919
(809) 764-1255

Rhode Island
Mr. Charles Harrington
Rhode Island Department of Education
Division of Special Education
235 Promenade Street
Providence, RI 02908
(401) 277-3505

South Carolina
Mr. Robert S. Black
Office of Programs for the Handicapped
State Department of Education
Room 309, Rutledge Building
Columbia, SC 29201
(803) 758-7432

South Dakota
Dr. George R. Levin
Section for Special Education
Division of Elementary & Secondary Education
New State Office Building
Pierre, SK 57501
(605) 773-3678

Tennessee
Mr. Vernon L. Johnson
Tennessee State Department of Education
Education for the Handicapped
103 Cordell Hull Building
Nashville, TN 37219
(615) 741-2851

Texas
Mr. Don Weston
Division of Special Education
Texas Education Agency
201 East 11th Street
Austin, TX 78701
(512) 475-3501, 3507

Mariana Islands
Mr. Elsa H. Thomas
Special Education Coordinator
Department of Education Headquarters
Saipan, Mariana Islands 96950

Utah
Dr. R. Elwood Pace
Pupil Services Coordinator
Utah State Board of Education
250 E. 5th South
Salt Lake City, UT 84111
(801) 533-5982

Vermont
Ms. Jean S. Garvin
Special Educational and Pupil
Personnel Services
State Department of Education
Montpelier, VT 05602
(802) 828-3141

Virgin Islands
Lorrene Logzdon
Division of Special Education
Department of Education
P.O. Box 630, Charlotte Amalie
St. Thomas, Virgin Islands 00801
(809) 774-0100 ex 213

Virginia
Mr. James T. Micklem
Division of special Education
State Department of Education
322 E. Grace
Richmond, VA 23216
(804) 786-2673

Washington
William J. Hulten, Director
Special & Institutional Education
Department of Public Instruction
Old Capitol Building
Olympia, WA 98504
(206) 753-2563

West Virginia
Mr. Keith Smith
Division of Special Education
Student Support System
Department of Education
Capitol Complex, Room B-057
Charleston, WV 25305
(304) 348-2034

Wisconsin
Victor Contrucci
Division for Handicapped Children
State Department of Public Instruction
126 Langdon Street
Madison, WI 53702
(608) 266-1649

Wyoming
Mr. Lamar Gordon, Jr.
Office of Exceptional Children
State Department of Education
Cheyenne, WY 82002
(307) 777-7416

TITLE XX STATE PROGRAMS

Alabama State Dept of Pensions/Security
64 North Union Street
Montgomery, Alabama 36130
(205) 832-6095

Alaska Dept. of Health & Social Services
Pouch H 01
Juneau, Alaska 99811
(907) 465-3030

Arizona State Dept. Economic Security
P.O. Box 6123
1717 West Jefferson Street
Phoenix, Arizona 85005
(602) 225-5678
FTS: 8-765-5678

Arkansas Dept. of Human Resources
Office of Title XX
P.O. Box 1437
Little Rock, Arkansas 72203
(501) 371-1157

California Dept. of Social Services
744 P Street
Sacramento, California 95814
(916) 445-2077
FTS: 8-465-2077

Colorado State Dept. of Soc. Svcs.
1575 Sherman Street
Denver, Colorado 80203
(303) 839-3515

Connecticut Dept. of Human Resources
1179 Main Street
Hartford, Connecticut 06115
(203) 566-3318

Delaware Dept. Health & Social Svcs.
Delaware State Hospital
Business Admin. & General Svcs.
New Castle, Delaware 19720
(302) 421-6705

D.C. Dept of Human Resources
District Bldg., 1350 E Street, N.W.
Washington, DC 20004
(202) 629-5443
FTS: 8-900-629-5443

Florida Dept. Health/Rehabilitative Services
1323 Winewood Boulevard
Tallahassee, Florida 32301
(940) 488-7721

Georgia Dept. of Human Resources
State Office Building
47 Trinity Avenue, S.W.
Atlanta, Georgia 30334
(404) 656-5680

Hawaii Dept. Social Svcs/Housing
P.O. Box 339
Honolulu, Hawaii 96809
(808) 548-6260

Idaho Dept. of Health & Welfare
State House
Boise, Idaho 83720
(208) 334-4000

Illinois Dept. of Public Aid
316 South Second Street - 3rd Floor
Springfield, Illinois 62762
(217) 782-6716
FTS: 8-956-6716

Indiana Interdepartmental Board for the Coordination of Human Services Programs
210 State House
Indianapolis, Indiana 46204
(317) 633-5288

Iowa Dept. of Social Services
Hoover State Office Building
East 14th & Walnut
Des Moines, Iowa 50319
(515) 281-5452

Kansas Dept. Social/Rehabilitation Services
State Office Building
Topeka, Kansas 66612
(913) 295-9521.

Kentucky Dept. of Human Resources
275 East Main Street
Frankfort, Kentucky 40601
(502) 564-7130
FTS: 8-351-7130

Louisiana Dept. of Health/Human Resources
P.O. Box 44215
Baton Rouge, Louisiana 70804
(504) 389-5797
FTS: 8-689-5797

Maine State Dept. of Human Services
State House
Augusta, Maine 04333
(207) 289-2736

Maryland Dept. of Human Resources
1100 North Eutaw Street
Baltimore, Maryland 21201
(301) 383-5525

Massachusetts Dept. of Public Welfare
600 Washington Street
Boston, Massachusetts 02111
(617) 727-6190

Michigan Dept. of Social Svcs.
300 South Capitol Avenue
Lansing, Michigan 48926
(517) 373-2000
FTS: 8-243-2000

Minnesota Dept of Public Welfare
Centennial Building
658 Cedar Street
St. Paul, Minnesota 55155
(612) 296-2701
FTS: 8-776-2701

Mississippi State Dept of Public Welfare
P.O. Box 4321 - Fondren Station
Jackson, Mississippi 39216
(601) 956-2713

Missouri Dept. of Social Services
Broadway State Office Building
P.O. Box 1527
Jefferson City, Missouri
(314) 751-4815

Montana Dept. Social/Rehabilitative
Services
P.O. Box 4210
Helena, Montana 59601
(406) 449-5622
FTS: 8-587-5622

Nebraska State Dept. of Public Welfare
301 Centennial Mall South
Lincoln, Nebraska 68509
(402) 471-3121

Nevada Dept. of Human Resources
505 East King Street
Carson City, Nevada 89710
(702) 885-4730

New Hampshire State Dept. Health & Welfare
8 Louden Road
Concord, New Hampshire 03301
(603) 271-3332

New Jersey Dept of Human Services
Capital Place One
222 South Warren Street
Trenton, New Jersey 08625
(609) 292-3717

New Mexico Dept of Human Services
P.O. Box 2348
Santa Fe, New Mexico 87503
(504) 847-5151
FTS: 8-476-5151

New York Dept of Social Services
40 North Pearl Street
Albany, New York 12243
(518) 474-9475

North Carolina Dept of Human Resources
325 N. Salisbury Street
Raleigh, North Carolina 27611
(919) 829-4534

North Dakota Social Service Board
State Capitol
Bismarck, North Dakota 58505
(701) 224-2310
FTS: 8-783-4011

Ohio Dept of Public Welfare
State Office Tower - 32nd Floor
30 East Broad Street
Columbus, Ohio 43215
(614) 466-6282
FTS: 8-942-6282

Oklahoma Dept of Human Services
P.O. Box 25352
Oklahoma City Oklahoma 73125
(405) 521-3076

Oregon Dept of Human Resources
318 Public Service Building
Salem, Oregon 97310
(503) 378-3034

Pennsylvania Dept. of Public Welfare
Health & Welfare Building
Harrisburg, Pennsylvania 17120
(717) 787-2600
FTS: 8-637-2600

Rhode Island State Dept of Social and
Rehabilitative Services
Aime J. Forand State Office Bldg.
600 New London Avenue
Cranston, Rhode Island 02920
(401) 464-2121

South Carolina Dept of Social Services
P.O. Box 1520
Columbia, South Carolina 29202
(803) 758-3244

South Dakota Dept of Social Services
Kneip Building
Pierre, South Dakota 57501
(605) 773-3165
FTS: 8-782-7000

Tennessee State Dept of Human Services
111 7th Avenue North
Nashville, Tennessee 37230
(615) 741-3243
FTS: 8-853-3243

Texas Dept of Human Resources
John H. Reagon Building
Austin, Texas 78701
(512) 475-5777

Utah Dept of Social Services
150 West North Temple
Salt Lake City, Utah 84103
(801) 533-5331
FTS: 8-588-5500

Vermont Agency of Human Svcs.
State Office Building
79 River Street
Montpelier, Vermont 05602
(802) 244-5181

Virginia Dept of Welfare
8007 Discovery Drive
Richmond, Virginia 23288
(804) 281-9204

Washington Dept Social/Health Services
MS OB 44
Olympia, Washington 98504
(206) 753-7039

West Virginia State Dept of Welfare
1900 Washington Street, East
B-Room 617
Charleston, West Virginia 25305
(304) 348-2400
FTS: 8-885-2400

Wisconsin Dept. Health/Social Svcs.
1 West Wilson Street
Madison, Wisconsin 53702
(608) 266-3661
FTS: 8-366-3661

Wyoming Dept Health/Social Svcs.
Hathaway Building
Cheyenne, Wyoming 82002
(307) 777-7657
FTS: 8-328-9657

Guam Dept Public Housing/Social Services
P.O. Box 2816
Agana, Guam 96910
(671) 734-9901

Puerto Rico Dept of Social Svcs
P.O. Box 11697
Santurce, Puerto Rico 00908
(809) 723-9834

Virgin Islands Dept of Social Welfare
P.O. Box 539, Charlotte Amalie
St. Thomas, Virgin Islands 00801
(809) 774-0930

THE COUNCIL OF STATE ADMINISTRATORS OF VOCATIONAL REHABILITATION

Alabama
Mr. J.W. Cowen
Director, Division of Rehabilitation and
Crippled Children
Department of Education
2129 East South Boulevard
Post Office Box 11586
Montgomery, AL 36111
(205) 281-8780

Alaska
Mr. Michael C. Morgan
Director, Office of Vocational Rehabilitation
Department of Education
Pouch F, Mail Stop 0581
State Office Building
Juneau, AK 99811
(907) 586-6500

Arizona
Mr. Thomas G. tyrrell
Chief, Rehabilitation Services Bureau
Department of Economic Security
1400 West Washington
Phoenix, AZ 85007
(602) 271-3332

Arkansas
Mr. E. Russell Baxter
Commissioner, Rehabilitation Services
Division
Department of Human Services
1401 Brookwood Drive
P.O. Box 3781
Little Rock, AR 72203
(501) 371-2571

California
Mr. Edward V. Roberts
Director, Department of Rehabilitation
Health and Welfare Agency
830 K Street Mall
Sacramento, CA 95814
(916) 445-3971

Colorado
Mark Litvin, Ph.D.
director, Division of Rehabilitation
Department of Social Services
1575 Sherman Street
Denver, CO 80203
(303) 892-2652

Connecticut
James S. Petters, II, Ph.D.
Associate Commissioner, Division of
Vocational Rehabilitation
State Board of Education
600 Asylum Avenue
Hartford, CT 06105
(203) 566-7329

Mr. William E. Patton
Director, Board of Education and Services
for the Blind
170 Ridge Road
Wethersfield, CT 06109
(203) 249-8525

Delaware
Mr. Ben W. Barker
director, Vocational Rehabilitation
Service
Department of Labor
State Office Building
820 French Street
Wilmington, DE 19801
(302) 571-2851

Mr. Norman Balot
Administrator, Bureau for the Visually
Impaired
Division of Social Services
305 W. Eighth Street
Wilmington, DE 19801
(302) 571-3570

District of Columbia
Chief, Bureau of Rehabilitation Services
Social Rehabilitation Administration
Department of Human Resources
Room 816, 122 C Street, N.H.
Washington, DC 20001
(202) 629-5896

Florida
Mr. J. David Sellars
Program Staff Director, Office of
Vocational Rehabilitation
Department of Health and Rehabilitative
Services
1309 Winewood Boulevard
Tallahassee, FL 32301
(904) 488-6210

Mr. Donald H. Wedewer
Director, Division of Blind Services
Department of Education
2751 Executive Center Circle East
Tallahassee, FL 32301
(904) 488-1330

Georgia
Dr. Joe Edwards
Director, Georgia Division of Vocational
Rehabilitation
Department of Human Resources
610 State Office Building
47 Trinity Avenue, S.W.
Atlanta, GA 30334
(404) 656-2621

Guam
Mrs. Lourdes P. Camacho
Director, Department of Vocational
Rehabilitation
Borad of Control for Vocational
Rehabilitation
Department of Education
P.O. Box 10-C
Agana, Guam 96910
472-8806

Hawaii
Mr. [illegible]niji [illegible]
Administrator, Division of Vocational
Rehabilitation
Department of Social Services
P.O. Box 339
Honolulu, HI 96809
(808) 548-4769

Idaho
Mr. Ray W. Turner
Director, Vocational Rehabilitation Service
State Board for Vocational Education
1501 McKinney Street
Boise, ID 83704
(208) 384-3391

Mr. Howard H. Barton, Jr.
Director, Idaho Commission for the Blind
State House
Boise, ID 83720
(208) 384-3220

Illinois
Mr. James S. Jeffers
Director, Division of Vocational Rehabilitation
State Board of Vocation Education and
Rehabilitation
623 East Adams Street
P.O. Box 1587
Springfield, IL 62706
(217) 782-2093
(312) 793-2920 (Chicago office)

Indiana
D. Kenneth Reber
Administrator, Rehabilitation Services
Board
1028 Illinois Building
17 West Market Street
P.O. Box 7070
Indianapolis, IN 46204
(317) 633-5687

Iowa
Mr. Jerry L. Starkweather
Associate Superintendent and Director,
Rehabilitation Education and Services
Branch
Department of Public Instruction
507 Tenth Street, Fifth Floor
Des Moines, IA 50309
(515) 281-4154

Mr. John N. Taylor
Director, State Commission for the Blind
4th and Keosauqua Way
Des Moines, IA 50309
(515) 283-2[illegible]

Kansas
Director, Division of Vocational
Rehabilitation
Department of Social and Rehabilitation
Services
2nd Floor, Biddle Building
2700 West Sixth Street
Topeka, KS 66606
(913) 296-3911

Dr. Richard Schutz
Director, Division of Services for the
Blind and Visually Handicapped
Department of Social and Rehabilitation
Services
First Floor, Biddle Building
2700 West Sixth Street
Topeka, KS 66606
(913) 296-4454

Kentucky
Mr. Marshall Swain
Assistant Superintendent, Bureau of
Rehabilitation Services
Department of Education
Capital Plaza Office Tower
Frankfort, KY 40601
(502) 564-4440

Mr. Charles W. McDowell
Executive Director, Bureau for the Blind
Education and Arts Cabinet
State Office Building
High Street
P.O. Box 758
Frankfort, KY 40601
(502) 531-4754

Louisiana
Mr. Lester Soileau
Director, Division of Vocational
Rehabilitation
Office of Human Development
1755 Florida Boulevard
P.O. Box 44371
Baton Rouge, LA 70804
(504) 342-2297

Mr. George E. Marzloff
Director, Blind Services Program
Office of Human Development
1755 Florida Boulevard
P.O. Box 44371
Baton Rouge, LA 70804
(504) 389-6261

Maine
Mr. C. Owen Pollard
Director, Bureau of Rehabilitation Services
Department of Health and Welfare
32 Winthrop Street
Augusta, ME 04330
(207) 289-2266

Maryland
Dr. John M. Cobun
Assistant State Superintendent in
Vocational Rehabilitation
Director of Vocational Rehabilitation
State Department of Education
P.O. Box 8717
Balitmore, MD 21240
(301) 796-8300

Massachusetts
Mr. Elmer Bartels
Commissioner of Rehabilitation
Massachusetts Rehabilitation Commission
Statler Office Building
20 Providence Street
Boston, MA 02116
(617) 727-2172

Ms. Marie A. Matava
Commissioner, Commission for the Blind
110 Tremont Street, Sixth Floor
Boston, MA 02108
(617) 727-5580

Michigan
Mr. Peter F. Griswold
Associate Superintendent for Rehabilitation
and Institutional Education
Vocational Rehabilitation Service
State Department of Education
P.O. Box 30010
Lansing, MI 48909
(517) 373-3390

Mr. Phillip E. Peterson
Director, Commission for the Blind
Department of Labor
309 North Washington
Lansing, MI 48909
(517) 373-2062

Minnesota
Edwin O. Opheim
Assistant Commissioner, Division of
Vocational Rehabilitation
Department of Economic Security
Third Floor, Space Center Building
444 Lafayette Road
St. Paul, MN 55101
(612) 296-1822

Mr. C. Stanley Potter
Director, State Services for the Blind
and Visually Handicapped
Department of Public Welfare
1745 University Avenue
St. Paul, MN 55104
(612) 296-6034

Mississippi
Mr. John H. Webb
Director, Division of Vocational Rehabilitation
Department of Education
932 North State Street
P.O. Box 1698
Jackson, MS 39205
(601) 354-6825

Mr. Jim L. Carballo
Director, Vocational Rehabilitation for the
Blind
Department of Public Welfare
P.O. Box 4872
Jackson, MS 39216
(601) 354-6411

Missouri
Mr. William H. Keith
Assistant Commissioner, Division of
Vocational Rehabilitation
Department of Elementary and Secondary
Education
3523 North Ten Mile Drive
Jefferson City, MO 65101
(314) 751-3251

Chief, Services for the Blind
Division of Family Services
Department of Social Services
Broadway State Office Building
P.O. Box 88
Jefferson City, MO 65103
(314) 751-4249

Montana
Mr. W. Robert Donaldson
Administrator, Rehabilitative Services
Division
Department of Social and Rehabilitation
Services
P.O. Box 4210
Helena, MT 59601
(406) 449-2590

Mr. Joseph A. Baumgardner
Administrator, Visual Services Division
Department of Social and Rehabilitation
Services
P.O. Box 4210
Helena, MT 59601
(406) 449-3434

Nebraska
Jason D. Andres, Ph.D.
Assistant Commissioner and Director,
Division of Rehabilitation Services
Department of Education
301 Centennial Mall, South
P.O. Box 68509
Lincoln, NE 68502
(402) 471-2961

James S. Nyman, Ph.D.
Director, Division of Rehabilitation
Services for the Visually Impaired
Department of Public Instructions
1047 South Street
Lincoln, NE 68502
(402) 271-2891

Nevada
Mr. Delbert E. Frost
Administrator, Rehabilitation Division
Department of Human Resources
Kinkead Building, Fifth Floor
505 East King Street
State Captiol Complex
Carson City, NV 89710
(702) 885-4440

New Hampshire
Mr. Bruce A. Archambault
Chief, Vocational Rehabilitation Division
State Board of Education
105 Loudon Road, Building #3
Concrod, NH 03301
(603) 271-3121

New Jersey
Mr. George Chizmadia
Director, Division of Vocational
Rehabilitation
Department of Labor and Industry
1005 Labor and Industry Building
John Fitch Plaza
P.O. Box 2098
Trenton, NJ 08625
(609) 292-7880

Mrs. Norma F. Krajczar
Executive Director, Commission for the
Blind
State Board of Control, Department
of Institutions and Agencies
Newark Center Building
1100 Raymond Boulevard
Newark, NJ 07102
(201) 648-2324

New Mexico
Robert A. Swanson, Ed.D.
Assistant Superintendent for Vocational
Rehabilitation
Division of Vocational Rehabilitation
Department of Education
231 Washington Avenue
P.O. Box 1830
Santa Fe, NM 87503
(505) 827-2266

New York
Basil Y. Scott, Ph.D.
Deputy Commissioner for Vocational
Rehabilitation
State Education Department
99 Washington Avenue
Albany, NY 12230
(518) 473-4595

Mr. Martin N. O'Connell
Director, Commission for the Blind
and Visually Handicapped
State Department of Social Services
Ten Eyck Office Building
40 North Pearl Street
Albany, NY 12243
(518) 474-6739

North Carolina
Mr. Claude A. Myer
Director, Division of Vocational
Rehabilitation Services
Department of Human Resources
620 North West Street
P.O. Box 26053
Raleigh, NC 27602
(919) 733-4231

North Dakota
Mr. James O. Fine
Executive Director, Department of
Vocational Rehabilitation
State Board of Social Services
1025 North Third Street
P.O. Box 1037
Bismarck, ND 58505
(701) 224-2907

Ohio
Mr. Cooper Sontag
Administrator, Ohio Rehabilitation Services
Commission
4656 Heaton Road
Columbus, OH 43229
(614) 438-1210

Oklahoma
Mr. Lowell E. Green
Administrative Assistant, Rehabilitative and
Visual Services
Public Welfare Commission
Department of Institutions, Social and
Rehabilitative Services
Sequoyah Memorial Office Building
P.O. Box 25352
Oklahoma City, OK 73125
(405) 521-2907

Oregon
Mr. Carl E. Haugerud
Administrator, Vocational Rehabilitation
Division
Department of Human Resources
2045 Silverton Road, N.E.
Salem, OR 97310
(503) 378-3850

Mr. Chuck Young (Acting)
Administrator, State Commission for the
Blind
535 S.E. 12th Avenue
Portland, OR 97214
(503) 238-8380

Pennsylvania
Mr. John A. Hagan
Director, Bureau of Vocational
Rehabilitation
Department of Labor and Industry
Room 1300, Labor and Industry Bldg.
7th and Forster Streets
Harrisburg, PA 17120
(717) 787-5244

Mr. Ralph E. Beistline
Commissioner, Office for the Visually
Handicapped
Deaprtment of Public Welfare
300 Captiol Associates Building
901 North 7th Street
P.O. Box 2675
Harrisburg, PA 17120
(717) 787-6176

Puerto Rico
Sr. Luis Bonilla
Secretario Auxiliar, Rehabilitacion
Vocacional
Division de Rehabilitacion
ocacional
Division de Rehabilitacion Vocacional
Departamento de Servicios Sociales
Apartado 1118
Hato Rey, Puerto Rico 00919
(809) 725-1792

Rhode Island
Mr. Edward J. Carley
Administrator, Division of Vocational
Rehabilitation
Social and Rehabilitative Services
40 Foundatin Street
Providence, RI 02903
(401) 421-7005

Mr. E. Lyman D'Andrea
Administrator, Services for the Blind
Social and Rehabilitative Services
46 Aborn Street
Providence, RI 02903
(401) 277-2300

South Carolina
Mr. Joseph S. Dusenbury
Commissioner, Vocational Rehabilitation
Department
301 Landmark Center
3600 Forest Drive
P.O. Box 4945
Columbia, SC 29240
(803) 758-3237

Mrs. Maxine R. Bowles
Commissioner, Commission for the Blind
1430 Confederate Avenue
Columbia, SC 29201
(803) 758-2595

South Dakota
Mr. John E. Madigan
Secretary, Department of Vocational
Rehabilitation
State Office Building
Illinois Street
Pierre, SD 57501
(605) 773-3195

Tennessee
Mr. O.E. Reece
Assistant Commissioner, Division of
Vocational Rehabilitation
Department of Education
1808 West End Building, Room 1400
Nashville, TN 37203
(615) 741-2521

Mr. Pinkney Claude Seale
Director, Services for the Blind
Department of Human Services
304 State Office Building
Nashville, TN 37219
(615) 741-3163

Texas
Mr. William K. Harvey
Commissioner, Texas Rehabilitation
Commission
118 East Riverside Drive
Austin, TX 78704
(512) 447-0100

Mr. Evans N. Wentz
Executive Director, State Commission for
the Blind
Stokes Building
314 West 11th Street
P.O. Box 12866
Austin, TX 78711
(512) [illegible]10

Trust Territory of the Pacific Islands
Risong Matsutaro
Chief, Division of Rehabilitation Services
Department of Education
Trust Territory of the Pacific Islands
Saipan, Mariana Islands 96950
Cable Address: HICOTT SAIPAN

Utah
Harvey C. Hirschi, Ed.D.
Administrator, Division of Rehabilitation
Services
State Board of Education
250 East Fifth South
Salt Lake City, UT 84111
(801) 533-5991

Mr. Donald W. Perry
Administrator, Services for the Visually
Handicapped
309 East First South
Salt Lake City, UT 84111
(801) 533-9393

Vermont
[illegible]. Richard W. Hill
Director, Vocational Rehabilitation
Division
Department of Social and Rehabilitation
Services
Agency of Human Services
State Administration Building
Montpelier, VT 05602
(802) 241-2196

r. Howard E. Walbridge
Director, Division of Services for the
Blind and Visually Handicapped
Department of Social and Rehabilitation
Services
Agency of Human Services
State Administration Building
Montpelier, VT 05602
(802) 241-2211

Virgin Islands
Mrs. Leonarda Crowley
Director, Division of Vocational
Rehabilitation
Department of Social Welfare
P.O. Box 539
Charlotte Amalie
St. Thomas, Virgin Islands 00801
(809) 774-2835

Virginia
Mr. Altamont Dickerson, Jr.
Commissioner, Department of Rehabilitation
Services
State Board of Vocational Rehabilitation
4901 Fitzhugh Avenue
P.O. Box 11045
Richmond, VA 23230
(804) 257-0318

Mr. William T. Coppage
Director, Virginia Commission for the
Visually Handicapped
3003 Parkwood Avenue (P.O. Box 7388)
Richmond, VA 23221
(804) 257-6535

Washington
Mr. Leslie James
Director, Division of Vocational Rehabilitation
Department of Social and Health Services
State Office Building #2 (OB-31C)
Olympia, WA 98504
(206) 753-2544

Mr. Kenneth Hopkins
Commissioner, Commission for the Blind
3411 South Alaska Street
P.O. Box 18379N-17-8
Seattle, WA 98818
(206) 721-4422

West Virginia
Director, Division of Vocational Rehabilitation
State Board of Vocational Education
State Capitol
Charleston, WV 25303
(304) 348-2375

Wisconsin
Mrs. Patricia G. Kallsen
Administrator, Division of Vocational
Rehabilitation
Department of Health and Social Services
7th Floor
131 West Wilson Street
Madison, WI 53703
(608) 266-5466

Wyoming
Robert W. Dingwall, Ed.D.
Director, Division of Vocational
Rehabilitation
Department of Health and Social Services
Room 327, Hathaway State Office Building
Cheyenne, WY 82002
(307) 777-7389

STATE VOCATIONAL REHABILITATION PROGRAMS SERVING THE BLIND AND VISUALLY IMPAIRED

Arizona Dept of Economic Security
Rehabilitation Services Bureau
Section of Rehabilitation for the
Blind and Visually Impaired
P.O. Box 6123
Phoenix, Arizona 85007
(602) 255-4791

Arkansas Dept of Social and
Rehabilitation Services
Office for Blind/Visually Impaired
411 Victory Street, P.O. Box 3237
Little Rock, Arkansas 72203
(501) 371-2587

Connecticut Board of Education
Services for the Blind
170 Ridge Road
Wethersfield, Connecticut 06109
(203) 566-5800

Delaware Dept of Health and
Social Services
305 W. Eighth Street
Wilmington, Delaware 19801
(302) 571-3570

Florida Dept of Education
Office of Blind Services
2571 Executive Center Circle, East
Howard Building
Tallahassee, Florida 32301
(904) 488-1330

Idaho Commission for the Blind
Statehouse
Boise, Idaho 83704
(208) 384-3220

Iowa Commission for the Blind
Fourth & Keosauqua
Des Moines, Iowa 50309
(515) 283-2601

Kansas Dept of Soc & Rehab Svcs.
Services for the Blind & Visually
Handicapped
Biddle Bldg
2700 West 6th Street
Topeka, Kansas 66606
(913) 296-4454

Kentucky Bureau of Blind Services
State Office Bldg, Annex
Frankfort, Kentucky 40601
(502) 564-5754

Louisiana Dept of Health and
Human Resources
Office of Human Development Svcs.
Blind Services Program
1755 Florida Street
Baton Rouge, Louisiana 70821
(540) 342-5284

Massachusetts Commission for the Blind
110 Tremont Street, 6th Floor
Boston, Massachusetts 02108
(617) 727-5508

Michigan Dept of Labor
Commission for the Blind
309 N. Washington Avenue
Lansing, Michigan 48909
(517) 373-2062

Minnesota Dept of Public Welfare
1745 University Avenue, 1st Floor
St. Paul, Minnesota 55104
(612) 296-6034

Mississippi Board of Education
Vocational Rehab for the Blind
P.O. Box 4872
Jackson, Mississippi 39215
(601) 354-6412

Missouri Bureau for the Blind
Division of Family Services
619 East Capital
Jefferson City, Missouri 65101
(314) 751-4249

Montana Dept of Social &
Rehabilitation Services
Visual Services Division
P.O. Box 4210
Helena, Montana 59601
(406) 449-3434

Nebraska Dept of Education
Division of Rehabilitation
Services for the Visually Impaired
1047 South Street
Lincoln, Nebraska 68502
(402) 471-2891

New Jersey Commission for the
Blind and Visually Impaired
1100 Raymond Boulevard
Newark, New Jersey 07102
(201) 648-2324

New York Commission for the
Visually Handicapped
State Dept of Social Services
40 North Pearl Street
Albany, New York 12243
(518) 474-6739

North Carolina Dept of Human
Resources
Division of Services for the Blind
410 N. Boylan Avenue
P.O. Box 2658
Raleigh, North Carolina 27602
(919) 733-4231

Oregon Commission for the Blind
535 S.E. 12th Avenue
Portland, Oregon 97214
(503) 238-8380

Pennsylvania Dept of Public
Welfare
Bureau for the Visually Handicapped
P.O. Box 2675, Rm. 300
Harrisburg, Pennsylvania 17120
(717) 787-6176

Rhode Island Dept of Social and
Rehabilitation Services
Services for the Blind and
Visually Impaired
46 Aborn Street
Providence, Rhode Island 02003
(401) 277-2300

South Carolina Comm. for the Blind
1430 Confederate Avenue
Columbia, South Carolina 29201
(803) 758-2595

Tennessee Dept of Human Services
303-304 State Office Bldg
Nashville, Tennessee 37219
(615) 741-2919

Texas State Commission for the Blind
P.O. Box 12866, Capitol Station
Austin, Texas 78711
(512) 475-6810

Utah State Office of Education
309 East First South
Salt Lake City, Utah 84111
(801) 533-9393

Vermont Dept of Social And Rehab
Services
Div. for the Blind & Visually
Handicapped
Osgood Bldg., Waterbury Complex
103 South Main Street
Waterbury, Vermont 05676
(802) 241-2186

Virginia Commission for the
Visually Handicapped
3003 Parkwood Avenue
P.O. Box 7388
Richmond, Virginia 23221
(804) 257-0591

Washington State Commission for
the Blind
3411 South Alaska Street
Seattle, Washington 98118
(206) 721-4447

SERVICE AND COMMUNITY ORGANIZATIONS/ASSOCIATIONS (Utah)

As many of these agencies have local chapters, check with your local Chamber of Commerce or look in the yellow pages of your telephone directory for a local address and telephone number.

AMERICAN ASSOCIATION OF RETIRED PERSONS
609 Kearns Building
136 South main Street
Salt Lake City, UT 84101

AMERICAN AUTOMOBILE ASSOCIATION
560 East 500 South
Salt Lake City, UT 84120

AMERICAN RED CROSS (Salt Lake Chapter)
555 Foothill Drive
Salt Lake City, UT 84108

APARTMENT ASSOCIATION OF UTAH
1935 South Main, Room 546
Salt Lake City,UT 84115

AUDITORS ASSOCIATION, SL CHAPTER
180 East 100 South
Salt Lake City, UT 84111

BALLET WEST
50 West 200 South
P.O. Box 11336
Salt Lake City, UT 84147

BETTER BUSINESS BUREAU OF SALT LAKE
1588 South Main Street
Salt Lake City, UT 84115

CERTIFIED PUBLIC ACCOUNTANT ASSOCIATION
3752 Pacific Avenue
Ogden, UT 84401

CHEF'S ASSOCIATION (UTAH STATE)
417 South 300 East
Salt Lake City, UT 84111

CHESS, UTAH ASSOCIATION
1020 East 800 South #6
Salt Lake City, UT 84102

COMMUNITY SERVICES COUNCIL
1864 South State Street, Room 215
Salt Lake City, UT 84115

CONSUMER FINANCE ASSOCIATION
10 West 300 South, Suite 530
Salt Lake City, UT 84101

DAIRY COUNCIL OF UTAH
1213 East 2100 South
Salt Lake City, UT 84106

ELECTRICAL ASSOCIATION, INTERMOUNTAIN
2150 South 300 West, Suite 1C
Salt Lake City, UT 84115

EXECUTIVE ASSOCIATION
P.O. Box 11987
Salt Lake City, UT 84147

FAMILY SERVICES COUNSELING CENTER
355 South 600 East
Salt Lake City, UT 84102

FARMERS ASSOCIATION, INTERMOUNTAIN
1147 West 2100 South
Salt Lake City, UT 84125

FOOTPRINTERS ASSOCIATION
343 South 6th East
Salt Lake City, UT 84102

FURNISHINGS, HOME ASSOCIATION
404 Kearns Building
136 South Main
Salt Lake City, UT 84101

HEART ASSOCIATION
250 East 100 South
Salt Lake City, UT 84111

HOME BUILDERS ASSOCIATION OF SALT LAKE
4613 South 4000 West
Salt Lake City, UT 84118

INTERNATIONAL VISITORS COUNCIL
Hotel Utah
P.O. Box 1020
Salt Lake City, UT 84111

MOTEL/HOTEL ASSOCIATION (UTAH)
Hotel Newhouse, Suite 1202
Salt Lake City, UT 84101

RABBIT BREEDERS ASSOCIATION
2596 We[illegible] 2270 South
Salt La[illegible]ty, UT 84065

RETAIL MERCHANTS ASSOCIATION
19 East 200 South
Salt Lake City, UT 84111

SAFETY COUNCIL, SALT LAKE
1208 East 2100 South
Salt Lake City, UT 84106

SALES & MARKETING EXECUTIVE ASSOCIATION
359 South Main Street
Salt Lake City, UT 84111

SALT LAKE BOARD OF REALTORS
2970 East 3300 South
Salt Lake City, UT 84109

SALT LAKE MINISTERIAL ASSOCIATION
1070 Foothill Drive
Salt Lake City, UT 84109

SALT LAKE TEACHERS ASSOCIATION
5150 South 900 East
Salt Lake City, UT 84117

SALT LAKE VALLEY CONVENTION & VISITORS BUREAU
Salt Palace, Suite 200
Salt Lake City, UT 84101

SAVINGS, UTAH LEAGUE OF INSURED SAVINGS ASSOCIATION
401 Kearns Building
136 South Main
Salt Lake City, UT 84101

SMALL BUSINESS ASSOCIATION
125 South State Street
Salt Lake City, UT 84111

SOCCER ASSOCIATION
2195 East Crystal Avenue
Salt Lake City, UT 84109

SQUARE & ROUND DANCE ASSOCIATION
(TRI-VALLEY)
1109 East 13200 South
Salt Lake City, UT 84020

TRAVELERS AID SOCIETY
160 West South Temple
2nd Floor
Salt Lake City, UT 84101

UTAH ASSOCIATION OF INDEPENDENT AGENTS, INC. (INSURANCE)
780 East South Temple
Salt Lake City, UT 84115

UTAH BANKERS ASSOCIATION
Continental Bank Building, Room 315
200 South Main
Salt Lake City, UT 84101

UTAH CATTLEMEN'S ASSOCIATION
150 South 500 East, Suite 10-B
Salt Lake City, UT 84102

UTAH CITIZEN'SEAND ASSOCIATION
600 North 100 East
Farmington, UT 84025

UTAH EDUCATION ASSOCIATION
(EXECUTIVE OFFICE)
875 East 5180 South
Salt Lake City, UT 84107

UTAH FUNERAL DIRECTORS ASSOCIATION
400 North Main
Kaysville, UT 84037

UTAH GOLF ASSOCIATION
1512 South 1100 East
Salt Lake City, UT 84105

UTAH INSURANCE COMMISSION
326 South 500 East
Salt Lake City, UT 84102

UTAH LEAGUE OF CITIES AND TOWNS
10 West Broadway, Suite 305
Salt Lake City, UT 84101

UTAH MANUFACTURERS ASSOCIATION
Kearns Building
136 South Main
Salt Lake City, UT 84101

UTAH MENTAL HEALTH ASSOCIATION
535 East 100 South, #12
Salt Lake City, UT 84102

UTAH MINING ASSOCIATION
825 Kearns Building
136 South Main
Salt Lake City, UT 84101

UTAH MOTOR TRANSPORT ASSOCIATION
223 West 700 South
P.O. Box 686
Salt Lake City, UT 84110

UTAH PETROLEUM ASSOCIATION
10 West Broadway, Suite 632
Salt Lake City, UT 84101

UTAH PHARMACEUTICAL ASSOCIATION
1062 East 2100 South, Suite 212
Salt Lake City, UT 84106

UTAH PLANNED PARENTHOOD ASSOCIATION
28 East 2100 South
Salt Lake City, UT 84115

UTAH PRESS ASSOCIATION
467 East 300 South
Salt Lake City, UT 84111

UTAH RETAIL GROCERS ASSOCIATION
1268 West 500 North
Salt Lake City, UT [illegible]116

UTAH SAILING ASSOCIATION
4085 Killarney Circle
Salt Lake City, UT 84119

UTAH SKI ASSOCIATION
19 East 200 South
Salt Lake City, UT 84111

UTAH STATE BAR ASSOCIATION
425 East 100 South
Salt Lake City, UT 84111

UTAH STATE DENTAL ASSOCIATION
1151 East 3900 South, #B-160
Salt Lake City, UT 84111

UTAH STATE FAIR ASSOCIATION
155 North 1000 West
Salt Lake City, UT 84116

UTAH STATE HOSPITAL ASSOCIATION
515 South 700 East, Suite 2-F
Salt Lake City, UT 84102

UTAH STATE MEDICAL ASSOCIATION
540 East 500 South
Salt Lake City, UT 84102

UTAH STATE NURSES ASSOCIATION
1058 East 900 South
Salt Lake City, UT 84105

UTAH STATE REAL ESTATE DIVISION
330 East 400 South
Salt Lake City, UT 84111

UTAH STATE RESTAURANT ASSOCIATION
1058 East 900 South
Salt Lake City, UT 84105

UTAH SYMPHONY
123 West South Temple
Salt Lake City, UT 84101

UTAH TAXPAYERS ASSOCIATION
Kearns Building
136 South Main
Salt Lake City, UT 84101

UTAH WOOL GROWERS ASSOCIATION
600 Crandall Building
10 West 100 South
Salt Lake City, UT 84101

WORLD TRADE ASSOCIATION OF UTAH
125 South State STreet
Salt Lake City, UT 84111

AMERICAN LEGION
State Capitol

EAGLES
Fraternal Order of Eagles
Aerie 67
1104 West 2100 South
Salt Lake City, UT 84119

EL KALAH TEMPLE
650 East South Temple
Salt Lake City, UT 84102

ELKS
Elks Lodge No. 85
1935 Fremont Drive
Salt Lake City, UT 84104

EXCHANGE CLUB OF SALT LAKE
36 South State Street, Suite 104
Salt Lake City, UT 84111

GOOD SAM CLUB
2464 North 750 East
Provo, UT 84601

JAYCEES
Salt Lake Jaycees
970 East 3300 South
Salt Lake City, UT 84106

KIWANIS
Kiwanis Club of Salt Lake City
Hotel Utah
Salt Lake City, UT 84101

KNIFE & FORK CLUB
Bonneville Knife & Fork Club
Hotel Utah
Salt Lake City, UT 84101

KNIGHTS OF COLUMBUS
Salt Lake Council 602
3638 South 1300 East
Salt Lake City, UT 84106

LIONS INTERNATIONAL OF UTAH
Graystone Plaza
1174 East 2700 South, Suite 11
Salt Lake City, UT 84106

MASONIC TEMPLE ASSOCIATION
650 East South Temple
Salt Lake City,UT 84102

EL KALAH TEMPLE
650 East South Temple
Salt Lake City, UT 84102

MOOSE
Loyal Order of Moose
607 East 200 South
Salt Lake City, UT 84111

NATIONAL ALLIANCE OF BUSINESS
714 Newhouse Building
10 Exchange Place
Salt Lake City, UT 84111

OPTIMIST CLUB OF SALT LAKE
744 East 400 South
Salt Lake City, UT 84102

ROTARY CLUB OF SALT LAKE
Hotel Utah
Salt Lake City, UT 84101

SIERRA CLUB
Unitah Chapter

SONS OF AMERICAN REVOLUTION UTAH SOCIETY
Brigham Young University
Provo, UT 84601

SONS OF NORWAY
1432 Redondo Avenue
Salt Lake City, UT 84115

SONS OF UTAH PIONEERS
3357 South 2300 East
Salt Lake City, UT 84109

TOASTMASTERS
International Toastmasters

VFW CLUB POST NO. 409
833 South 200 East
Salt Lake City, UT 84111

VFW CLUB POST NO. 4355
44 East 400 South
Salt Lake City, UT 84111

YMCA
737 East 200 South
Salt Lake City, UT 84111

ALTRUSA CLUB, SALT LAKE
3903 South 3600 West
Salt Lake City, UT 84119

AMERICAN BUSINESS WOMEN (SL CHAPTER)
3877 Adonis Drive
Salt Lake City, UT 84117

AMERICAN LEGION AUXILIARY
1357 West 4505 South
Salt Lake City, UT 84107

ASSISTANCE LEAGUE OF SALT LAKE
5224 Cottonwood Lane
Salt Lake City, UT 84117

AURORA CLUB
580 F Street
Salt Lake City, UT 84103

BAR AUXILIARY, SALT LAKE
4475 Zarahemla Drive
Salt Lake City, UT 84117

BETA SIGMA PHI
1505 East 3350 South
Salt Lake City, UT 84106

B'NAI B'RITH
747 18th Avenue
Salt Lake City, UT 84103

BUSINESS & PROFESSIONAL WOMEN (SL)
1142 Talisman Drive
Salt Lake City, UT 84116

BUSINESS & PROFESSIONAL WOMEN (UTAH FEDERATION)
4993 East Ridge Lane
Salt Lake City, UT 84117

CATHOLIC WOMEN'S LEAGUD
551 12th Avenue
Salt Lake City, UT 84103

CHRISTIAN WOMEN'S CLUB
6671 Nottingham Circle
Salt Lake City, UT 84084

CHURCH WOMEN UNITED (SL)
3146 Teton Drive
Salt Lake City, UT 84109

COUNCIL OF WOMEN (SL)
668 17th Avenue
Salt Lake City, UT 84103

DAUGHTER OF UTAH PIONEERS
300 North Main
Salt Lake City, UT 84103

DEMOCRATIC WOMEN'S CLUBS
5356 South 4280 West
Salt Lake City, UT 84118

ELKS LADIES CLUB
536 11th Avenue
Salt Lake City, UT 84103

EXECUTIVE WOMEN INTERNATIONAL
754 South State Street
Salt Lake City, UT 84111

GARDEN CLUBS, UTAH ASSOCIATED
2701 Wilshire Drive
Salt Lake City, UT 84109

HOSPITAL AUXILIARY (HOLY CROSS)
1122 Alton Way
Salt Lake City, UT 84108

HOSPITAL AUXILIARY (PRIMARY CHILDREN'S)
2006 Creek Road
Salt Lake City, UT 84070

JAYCEES AUXILIARY
6759 Olivet Drive
Salt Lake City, UT 84121

JUNIOR LEAGUE OF SALT LAKE
1250 Wasatch Drive
Salt Lake City, UT 84108

LA SERTOMA
735 East 700 South
Centerville, UT 84014

LEAGUE OF WOMEN VOTERS (SL)
211 East 300 South
Salt Lake City, UT 84111

LITERARY ARTS GUILD
1544 Evergreen Lane
Salt Lake City, UT 84106

LITERARY CLUB, LADIES
1766 South 2600 East
Sal[illegible]ke City, UT 84108

MARCH OF DIMES
Greater Salt Lake Chapter
254 South 600 East
Salt Lake City, UT 84102

MOTHER'S CLUB (UNIVERSITY OF UTAH)
1960 View Street
Salt Lake City, UT 84105

MOTHER OF TWINS CLUB
3724 South 4265 West
Salt Lake City, UT 84120

NATIONAL SECRETARIES ASSOCIATION, INT'L.
(Sal-ute Chapter)
5430 South 1340 East
Salt Lake City, UT 84117

NEWCOMERS
645 East 6270 South
Salt Lake City, UT 84107

NSDAR
2244 Templeview Drive
Provo, Utah 84601

NSDAR
1153 Oakridge Circle
Bountiful, UT 84010

PAST PRESIDENT'S PATRIOTIC COUNCIL
153 Williams Avenue
Salt Lake City, UT 84111

P.E.O. (Utah Chapter)
4608 Ledgemont Drive
Salt Lake City, UT 84117

RED CROSS
555 Foothill Drive
Salt Lake City, UT 84108

REPUBLICAN WOMEN'S CLUB OF SL
1346 Laird Avenue
Salt Lake City, UT 84106

SERVICE STAR LEGION
2536 7th East, #4
Salt Lake City, UT 84102

SOROPTIMIST INTERNATIONAL OF SL
3489 South 20th East
Salt Lake City, UT 84108

SWEET ADELINES (SEGO LILY CHAPTER)
1081 South 900 West
Salt Lake City, UT 84104

SYMPHONY GUILD (UTAH)
3742 East Cliff Drive
Salt Lake City, UT 84117

THEATRE GUILD
1816 Grover Lane
Salt Lake City, UT 84117

TOASTMISTRESS CLUB (SL)
1261 Harrison Avenue
Salt Lake City, UT 84105

UNIVERSITY WOMEN, AMERICAN ASSOCIATION
OF SALT LAKE
4260 Park Terrace Drive
Salt Lake City, UT 84108

CORPORATION RESOURCES

CORPORATIONS

TYPES OF CORPORATE SUPPORT

1. Outright Gifts and Grants
   a. The check out the door: Always small gifts, usually with little planning or concern that the gift falls within philanthropic objectives i.e. donation to the Girl Scouts for cookies, a pledge to the Jerry Lewis telethon.
   b. The general support contribution: Gifts made to agencies more for their overall respect or good work rather than a specific project, i.e. gifts to higher education, alumni associations, etc.
   c. Programmatic grants: grants to specific projects addressing specific problems. These are grants that corporations with defined philanthropic objectives prefer because projects are identifiable, time-limited and can be evaluated.
   d. Corporate-sponsored projects: These are rare projects that the corporation initiates, either by selecting an existing nonprofit agency to carry out the project such as driver safety research conducted by an automobile insurance company or an experiemental farm run by a producer of chemicals or fertilizers.

2. Matching Gifts by Employees
   This has been traditionally extended to higher education, however, it is now being utilized by arts groups, hospitals and the public media. A corporation with such a program matches the contributions of its employees to certain types of organizations. Some companies match dollar for dollar while others may more than match.

3. United Way
   Approximately 50 cents out of every corporate philanthropic dollar goes to local United Ways. It is generally the big corporate executives who run the United Way campaigns.

4. Released Staff Time/Volunteering
   a. Company incentive program: The company will support community organizations in which the compnay employee is a volunteer.
   b. Loan executive program: An employee is released to work full time with a nonprofit organization or community group for periods of up to one year while receiving full pay from the corporation.
   c. Corporate wide volunteer efforts: Focuses on a particular agency or programmatic area and allows employees to understand and participate in the corporation's philanthropic program while at the same time providing an arena for employees to get together away from the office.

5. Gifts in Kind
   Corporations are allowed to deduct gifts from inventory based on the cost of the property plus one-half the appreciated value of the property (the difference between manufacturer's cost and retail cost) or twice the cost, whichever is less. With this type of gift, it is now more attractive for a corporation to donate an inventory item than declare an inventory loss. It should be noted that many corporations have strict internal guidelines forbidding donations out of inventory. Items such as donated facilities for meetings, seminars and special events, "piggy-backing" a purchase through a corporation which orders by large volumes can be a great cost savings donation, or printing one's annual report are examples that fall in this category.

6. Program Related Investments
   This is a loan or purchase of stocks or bonds in an organization that may be rather high-risk financially but which is working in a program area that is similar to the philanthropic priorities of the corporation or foundation. If the agency pays back the money on schedule, it is considered an investment. If the agency fails, it is considered a grant. Community redevelopment agencies, economic development agencies, hospitals, schools all could benefit from program-related investments.

Summarized from: The Grantsmanship Center News, The Grantsmanship Center, July-September 1977 issue.

EXAMPLES OF CORPORATE DONATIONS

The types of things one can get donated by corporations are limited only by one's powers of imagination and persuasion. To stimulate your imagination, we've noted a few of the things a few organizations have pried from the corporate world. (Taken from The Grantsmanship Center News The Grantsmanhip Center, July-September 1977 issue.)

Minibike Fleet

American Honda donated 10,000 minibikes to the national YMCA for use as a counseling tool with delinquent and pre-delinquest youth. The bikes were used as a part of the National Youth Project Using Minibikes (NYPUM) and helped the program obtain federal funding.

Free Ride

Equipment rental companies will sometimes donate equipment to a worthy cause. For example, some of the 10,000 minibikes donated by the American Honda to the National Youth Project were carried on special trailers lent by U-Haul.

Free Advice

Lawyers and law firms will donate their services for a wide variety of things. Nonprofit organizations quite often have their articles of incorporation drawn up by law firms that are donating their services.

Huck Finning It

When a group of English students from a university in Los Angeles decided to recreate Huckleberry Finn's voyage down the Mississippi, first they went to the school's engineering department to design the raft. Then they went to a lumber company for a donation of lumber. An oil company donated oil drums and steel plates, a large department store a tarp and a trailer rental firm donated a special trailer to haul the craft to Hannibal, Missouri, where the trip began. The English students went 550 miles downsteam to Memphis, Tennessee, snapping pictures of the trip on film donated by a magazine (that never used the resulting photos).

When Giving Pays

Other large corporations have discovered that when they are renovating their facilities, it's easier to donate the conference tables, desks, chairs and such to community organizations. Then they can deduct much of the original cost of the equipment as a tax write off. Several minority nonprofit organizations have gotten their office furniture this way.

Give Us Your Vans, Your Trucks

The same thing that happens with furniture has happened with vans and even trucks. Various local phone companies as well as delivery services have found that when it comes time to replace their fleets, they can do well donating their old equipment, because much of the original cost can be deducted from taxes.

Even Computers

Large corporations sometimes donate executive time to nonprofits, but one large aerospace company went even further. It loaned the entire staff of its computer department to help a nonprofit organization set up its own computer program.

Mushrooming Effect

Sometimes there's a mushrooming effect with corporate giving. A large corporation that believed in a particular cause to which it was making donations helped the grantee publish its annual report in this way: the company suggested to its advertising firm that it should donate its services, which it did. In turn, the advertising company leaned on an artist who did a lot of work for the advertising compnay. The advertising firm leaned on its printer, who leaned on its paper supplier. Another way many nonprofits have gotten printing donated is by going to certain large corporations that have their own presses. Often they will run off annual dinner announcements or annual reports during "dead time".

Hardhats With Soft Hearts

An alternative school director noticed an abundance of building materials at a local construction site and guessed that not all of the cement blocks would be used. He visited the site in hopes of getting blocks donated for a classroom the school wanted to build, and ended up enlisting the free services of the construction crew to build it!

The Art of Scrounging

Organizers of the Los Angeles-based Garden Theater Festival, a three-week long free celebration of the arts, have mastered the art of scrounging donations from businesses. Some of the things that have been given or loaned are sound equipment, lighting equipment, film, printing, design work, movies, flowers, libation, oranges, many other foodstuffs, cups and, perhaps most important of all, automatic flushing toilet units.

Nonprofits Donate

In Los Angeles, the nonprofit Southern California Rapid Transit District donated 100 advertising slots on the sides of buses to the Los Angeles City-wide Mural Project. CETA-sponsored youth have painted masonite murals for the buses dealing with environmentl and community issues.

SOURCES OF CORPORATE INFORMATION

Organizations

Business Committee for the Arts, Inc., 1700 Broadway, New York, New York 10019. Encourages corporations to increase giving to the arts. Publishes occasional reports on business participation in arts funding, publishes a newsletter and annual makes awards to selected companies.

Center for New Corporate Priorities, 1516 Westwood Blvd., Suite 202, Los Angeles, CA. 90024. Monitors banking and lending organizations, primarily on the West Coast, and works to combat redlining.

CASE (Council for Advancement and Support of Education), One Dupont Circle, Suite 530, Washington, D.C. 20036. Among other things CASE is very involved with corporate matching gifts programs. Publishes annual list or corporations that match gifts to higher education.

Clearinghouse on Corporate Social Responsibility, 277 Park Avenue, New York, NY 10017. Mouthpiece of the insurance industry. Publishes Response, a bimonthly magazine that always sees the bright side of everything.

The Conference Board, 845 Third Avenue, New York, NY 10022. It has high credibility among corporations. Holds seminars and workshops across the country, publishes hundreds of surveys and reports and is a major influence on corporate social responsibility. Workshops are not open to the public. There is also a Conference Board in Canada, 333 River Road, Ottawa, Canada.

Corporate Action Project, 1500 Farragut Street, N.W. Washington, D.C. 20011 Publishes Corporate Action Guide.

Corporate Accountability Research Group, 1832 M Street N.W. Washington, D.C. 20036. One of Ralph Nader's many organizations, CARG is now actively pumping for a federal corporate chartering law.

Corporate Volunteer Coordinators Council, 250 Broadway, Room 1407, New York, NY 10007. Works with corporations, primarily in New York City, which wish to develop an employee volunteer program. (See Involvement Corps)

Council for Financial Aid to Education, 680 Fifth Avenue, New York, NY 10019 Similar to Business Committee for the Arts, only higher education is their bag. Has a lot of clout with the media and places tons of public service advertisements.

Council on Economic Priorities, 84 Fifth Avenue, New York, NY 10011. Publishes a very lively newsletter and many provocative studies on corporate overseas payments, pollution control, etc.

Interfaith Center on Corporate Responsibility, 475 Riverside Drive, Room 566, New York, NY 10027. Actively tackles corporations through proxy battles. Publishes the Corporate Examiner.

Involvement Corps, 1785 Massachusetts Avenue, N.W. Washington, D.C. 20036. Nationwide organization that matches corporate needs for employee volunteer programs with private sector needs for volunteer help. Agencies interested in using corporate volunteers hould contact this organization.

National Information Bureau, 419 Park Avenue South, New York, NY 10016. Publishes Wise Giving Guide, which rates nonprofit organizations and passes this information along to corporations and anybody else who'll listen. NIB can't help you much, but it can kill you with a bad report.

Public Affairs Council, 1200 Sixteenth Street N.W., Washington, D.C. 20036. Monitors corporate relations, public interest groups and corporate responsibility. Some publications are available to member companies only.

Urban Strategy Center, 1615 H Street N.W. Washington D.C. 20006. Arm of the Chamber of Commerce. Pro-business to the hilt, the Center publishes occasional case studies on corporate involvement.

BOOKS

A Guide to Corporate Giving in the Arts. American Council for the Arts, 570 Seventh Avenue, New York, NY 10018. ($12.50)

Business & the Arts: An Answer to Tomorrow. Gingrick, A. 141 pages. Published by: Paul S. Eriksson, Inc., 119 West 57th Street, New York, NY 10019, 1969. ($4.95)

Corporate Fund Raising Directory, 1980-1981 Edition. Public Service Materials Center, 355 Lexington Avenue, New York, NY 10017. ($27.50)

Corporate Fund Raising: A Practical Plan of Action. Brownrigg, W.G. American Council for the Arts, 570 Seventh Avenue, New York, NY 10018, 1978. ($12.50)

Corporate Social Responsibility and the Institutional Investor. Longstreth, B. and Rosenbloom, H.D. 104 pages. Published by Praeger Publishers, 111 Fourth Avenue, New York, NY 10003, 1973.

Economic Factors in the Growth of Corporation Giving. Nelson, R.L. 116 pagers. Published by the Russell Sage Foundation, 230 Park Avenue, New York, N.Y. 10017, 1970. ($6.50)

Exploring the Elusive World of Corporate Giving. 24 pages. Grantsmanship Center, 1031 South Grand Avenue, Los Angeles, CA 90015. ($1.55)

The Handbook of Corporate Social Responsibility: Profiles of Involvement. Compiled and edited by Human Resources Network. 650 pages. Published by Chilton Book Company, Radnor, PA, 1975. ($42.00)

Philanthropy and the Business Corporation. Fremont-Smith, M.R. 110 pages. Published by the Russell Sage Foundation, 230 Park Avenue, New York, NY 1001 1972. ($3.95)

Standard and Poor's Register of Corporations, Directors and Executives. Vol. 1 and 2. Published annually by the Standard and Poor's Corporation, 345 Hudson Street, New York, NY 10014.

Taming the Giant Corporation. Nader, R., Green, M. and Seligman, J. 312 pages. Published by W.W. Norton & Company, Inc., 500 Fifth Avenue, New York, NY 10036, 1976. ($10.95)

PAMPHLETS, ARTICLES, REPORTS, ETC.

Bibliography of Corporate Social Responsibility: Programs and Policies. Vol. 5, 82 pages. Published by Bank of America, P.O. Box 37000, San Francisco, CA 94137, 1976. ($2.00)

Business Committee on the Arts Free Pamphlets. Examples: "Approaching Business for Support of the Arts", "1,776 Examples of How B.C.A. Companies Supported the Arts in 1975 and 1976". 1700 Broadway, New York, NY 10019.

Business has a War to Win (Thinking Ahead). Miller, J.I. Harvard Business Review, March-April, 1969.

Conference Board Publications: Annual Survey of Corporate Contributions 27 pages, 1975. ($15.00); Corporate Philanthropic Public Service Activities, 61 pages, 1976. ($15.00); Social Responsibility and the Smaller Company, 21 pages, 1972. ($5.00). The Conference Board, 845 Third Avenue, New York, NY 10022.

Corporate Foundation Profiles. The Foundation Center, 888 Seventh Avenue, New York, NY 10106, 1980. ($50.00)

Corporate Philanthropy and the Recession. Joseph, J.A. Foundation News, May/June, 1975.

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Taken in part from: *The Grantsmanship Center News*, The Grantsmanship Center, July-September 1977 Issue.

FOUNDATION RESOURCES

FOUNDATIONS

1. DEFINITION

A Foundation is a non-profit non-governmental agency with its own board with the purpose of granting monies fro charitable purposes. They have an endowment which is invested from which interest is generated and in turn from which they make awards with.

2. OVERVIEW

There are an estimated:

22,000 active grant-making foundations in the U.S. (91 in Utah)
$34.9 billion in aggregate assets held by foundations
$2.24 billion in grants awarded annually by foundations
($2.5 million - Utah)

3. SIZE OF FOUNDATIONS

LARGE FOUNDATIONS

Out of the 22,000 active grant-making foundations in the U.S., 3,138 have assets of $1 million or more or annual giving of $100,000 or more. These large foundations account for 93% of all foundation assets and 92% of all grants awarded. Among this group, a small number of very large foundations control a good % of the assets.

ASSET SIZE	NO. FND.	ASSETS HELD (in thousands)	%	GRANTS (in thousands)	%
$100 Million +	41	$13,065,241	(40.4)	$648,142	(33.0)
25 under 100	158	7,928,910	(24.5)	362,176	(18.4)
10 under 25	247	4,265,632	(13.2)	268,138	(13.6)
5 under 10	392	2,807,117	(8.7)	232,644	(11.8)
1 under 5	1,819	4,124,150	(12.7)	328,190	(16.7)
Under 1 (with giving of $100,000 or more)	454	167,920	(0.5)	127,156	(6.5)
Total	3,138	32,358,973	(100)	1,966,447	(100)

SMALL FOUNDATIONS

The other 18,367 foundations in the U.S. hold assets under $1 million, or give away less than $100,000 per year. While these foundations account for 85% of the total number of foundations, they only hold 7% of all the assets and give only 8% of all the grant dollars.

4. GRANT MAKING BY SUBJECT AREA

(Based on grants reported to the Foundation Center in 1979 by 400 foundations in the U.S.)

Education	29%	Humanities	11%
Health	20%	International Activities	6%
Sciences	19%	Religion	2%
Welfare	13%		

5. TYPES OF FOUNDATIONS

PRIVATE FOUNDATIONS

The vast majority of grant-making foundations in the U.S. are "private foundations" which is a special classification of charitable organizations under the Internal Revenue Code. The "private foundation" classification is assigned to those charitable organizations which receive their funds only from one or a small number of private sources. Organizations so classified are subject to reporting requirements and restrictions on activities which are not imposed on other charitable organizations.

Within this group of "private foundations" are three primary types of foundations of interest to grant-seekers.

a. INDEPENDENT FOUNDATIONS

Independent foundations receive their funds from an individual or family. A large number of these foundations are directed by the donor or family members and business associates of the donor and are known as family foundations. Many of these family foundations, especially at the smaller asset size levels, serve as the channel for the personal giving of the donor and fund local social welfare groups, alma maters and other "pet" projects of the donor. Other independent foundations, while bearing the family name, are controlled by a board totally unrelated to the original donor. Of the large foundations, 2,470 are independent foundations.

b. COMPANY SPONSORED FOUNDATIONS

These foundations receive their funds from profit-making corporations. While they are a separate legal entity from the donor company, officers of the company often serve on the foundation's board and company employees may provide staff work. Having a foundation allows the corporation to set aside money for grant-making in good profit years for use in lean years. 545 of the large foundations are company sponsored.

c. OPERATING FOUNDATIONS

These foundations use their funds to provide charitable services directly rather than fund the projects of others. They are therefore usually not a good prospect for the grant-seeker. 42 of the large foundations are operating.

COMMUNITY FOUNDATIONS

Community foundations are similar in purpose to private foundations, however they receive their funds from a number of different sources, rather than just one source as is the case of private foundations. The boards of community foundations are also not self-perpetuating. The members are often appointed by representatives of the community in which the foundation is located. Because community foundations are broadly supported, they are not classified by the IRS as "private foundations" but rather as "public charities" as are hospitals, schools, etc. Community foundations are therefore exempted from the reporting requirements and other restrictions imposed on private foundations. Community foundations also usually confine their granting to their local geographic area. 81 of the large foundations are community foundations.

Taken from: Facts on Foundations, The Foundation Center, San Francisco, California

FOUNDATION RESEARCH PROCESS

GOAL: Select the 5 to 10 foundations whose interests and funding patterns clearly match your needs and interests.

STEPS INVOLVED

1. Develop a broad list of potential foundation supporters by identifying foundations by:

   A. SUBJECT AREA OF GIVING

   USE:
   - COMSEARCH Printouts
   - Foundations Grants Index - Annual Volume & Bi-monthly Updates in the Foundation News
   - Foundation Directory - Fields of Interest Index
   - Source Book Profiles - Subject Index
   - Annual Register of Grant Support
   - Specialized Subject Directories

   B. TYPE OF GRANT NEEDED (For buildings, equipment, or grants to individuals.)

   USE:
   - Source Book Profiles - Type of Support Index
   - Foundation Grants to Individuals

   AND/OR

   C. GEOGRAPHIC LOCATION

   USE:
   - Foundation Directory - Geographic Index
   - Source Book Profiles - Geographic Index
   - National Data Book
   - Area Foundation Directories

2. Narrow down the above list to the 5 or 10 foundations whose guidelines and funding interests you clearly meet. Make sure that the foundation makes the size and type of grant that you need, funds in your geographic and program area and does not have restrictions which might eliminate your agency or project from consideration.

   USE:
   - Foundation Directory
   - Source Book Profiles
   - Foundation Annual Reports
   - Foundation Tax Returns (990AR & 990 PF)

3. MISCELLANEOUS POINTS

   (a) Know what you're looking for. Avoid duplication.
   (b) Be sure the foundation is an appropriate source of funding. Do your research.
   (c) Initial approach should consist of: who you are, what you are proposing to do, cost, significance and why you think they might be interested. Be sure to be brief.
   (d) Follow-up letter with telephone call.
   (e) Check to see if there is a contact person and whether you know anyone on the board.

Taken from: The Foundation Center, San Francisco, California, 9/80.

FOUNDATIONS
(National)

These foundations fund special projects that relate to the handicapped and are not restricted to a certain geographical region.

The American Foundation
810 National City Bank Building
Cleveland, Ohio 44114
Assets: $8,155,800

Appleby (Scott B. and Annie P.) Trust
c/o National Bank of Washington
4340 Connecticut Avenue, N.W.
Washington, D.C. 20008
(202) 537-2168
Assets: $1,946,252

Arcadia Foundation, The
105 East Logan Street
Norristown, PA 19401
(215) 275-8460
Assets: $7,824,880

The R.C. Baker Foundation
P.O. Box 6150
Orange, CA 92667
Contact: Frank L. Scott, Trustee
Assets: 17,812,534

Bamberger (Ruth Eleanor) and John Ernest Bamberger Memorial Foundation
1401 Walker Bank Building
Salt Lake City, UT 84111
(801) 364-2045
Assets: $2,480,216

Bay Branch Foundation, The
2601 East Oakland Park Boulevard, Rm. 202
Fort Lauderdale, FL 33306
Assets: $1,126,877

Bay State Foundation, The
1515 East 20th Street
P.O. Box 629
Scottsbluff, NE 69361
(308) 632-2168
Assets: $1,287,853

Beidler (Francis) Charitable Trust
222 West Adams Street, Room 821
Chicago, IL 60606
Assets: $2,409,658

Edwin J. Beinecke Trust
The State National Bank of Connecticut
240 Greenwich Avenue
Greenwich, CT 0683
Mailing Address:
c/o Murray C. Fletcher, Program Advisor
2368 Sunset Point Road
Clearwater, FL 33515
Assets: $16,334,570

Boshamer (Cary C.) Foundation, Inc.
P.O. Box 127
Clover, SC 29710
(803) 222-3011
Assets: $530,097

Boutell (Arnold and Gertrude) Memorial Fund
c/o Second National Bank of Saginaw
101 North Washington Avenue
Saginaw, MI 48607
(517) 755-3411
Assets: $4,986,111

Brain Research Foundation
An Affiliate of the University of Chicago
134 South LaSalle Street
Suite 830
Chicago, IL 60603
(312) 782-4311
Contact: Rita W. Jennings, Executive Director

Butz Foundation, The
c/o Mrs. Harold James
RFD 5, Box 831
Prescott, AZ 86301
(602) 445-4384
Assets: $1,081,064

California Community Foundation
333 South Hope Street
P.O. Box 54303, Terminal Annex
Los Angeles, CA 90054
(213) 613-7302
Assets: $23,364,956

Carter (Amon G.) Foundation
400 West Seventh Street
P.O. Box 1036
Fort Worth, TX 76101
(817) 332-2783
Assets: $94,818,250

Chichester du Pont Foundation, Inc.
1080 DuPont Building
Wilmington, DE 19801
(302) 658-5244
Assets: $10.553,197

Comstock Foundation
c/o Horton Herman
1401 Washington Trust Building
Spokane, WA 99204
(509) 455-6032
Assets: 6,891,492

Crump (Joe and Jessie) Fund
P.O. Box 2050
Fort Worth, TX 76102
(817) 338-8151
Assets: $3,211,233

Charles E. Culpeper Foundation, Inc.
866 United Nations Plaza
Room 408
New York, NY 10017
(217) 755-9188
Contact: Mrs. Helen D. Johnson, President
Assets: $60,053,977

Demmer (Edward U.) Foundation
c/o Marine National Exchange Bank
111 East Wisconsin Avenue
P.O. Box 2033
Milwaukee, WI 53201
Assets: $2,477,734

Doheny (Carrie Estelle) Foundation
714 West Olympic Boulevard
Room 510
Los Angeles, CA 90015
(213) 748-5111
Assets: $38,633,377

Ehrmann (Herman A. and Amelia S.) Foundation
299 Park Avenue
New York, NY 10017
(212) 832-1700
Assets: $672,256

Falk (The David) Foundation, Inc.
c/o First National Bank of Florida
P.O. Box 1810
Tampa, FL 33601
(813) 224-1877
Assets: $1,289,412

Ford (Jefferson Lee) III Memorial
Foundation, Inc.
c/o Herbert L. Kurras
Sun Bank of Bal Harbour
Bal Harbour, FL 33154
Assets: $2,068,976

Frueauff (Charles A.) Foundation, Inc.
70 Pine Street
New York, NY 10005
(212) 422-4799
Assets: $23,101,465

Robert W. Galvin Foundation
1303 East Algonquin Road
Shaumberg, IL 60196
(312) 576-5300
Assets: $2,488,249

Glaser Foundation, Inc.
c/o Justin J. Lee
5240 N.E. Admiralty Way
Hansville, WA 98340
(206) 638-2251
Mailing address:
c/o R.W. Carlstrom
P.O. Box N
Edmonds, WA 98020
Assets: $3,411,050

Goerlich Family Foundation, Inc.
633 National Bank Building
Toledo, OH 43604
Assets: $1,418,757

Gore Family Memorial Foundation Trust
P.O. Box 14728
Fort Lauderdale, FL 33302
Assets: $3,018,946

Grundy Foundation, The
680 Radcliffe Street
P.O. Box 701
Bristol, PA 19007
(215) 788-5460
Assets: $18,662,837

Stella and Charles Guttman Foundation, Inc.
630 Fifth Avenue
New York, NY 10020
Assets: $14,228,583

Hammond Foundation
1600 Douglas Avenue
Kalamazoo, MI 49007
Assets: $361,801

Harrington (George) Trust
c/o Boston Safe Deposit and Trust Co.
One Boston Place
Boston, MA 02106
(617) 722-7311
Assets: $1,062,179

Heckscher Foundation for Children, The
52 Vanderbilt Avenue, Room 2005
New York, NY 10017
(212) 986-4460
Assets: $11,430,196

Heydt (Nan & Matilda) Fund
c/o BayBank Valley Trust Company
1500 Main Street
Springfield, MA 01115
(413) 781-7575
Assets: $1,877,888

Himmel (The Clarence and Jack) Foundation
3000 Town Center, Suite 2550
Southfield, MI 48075
Assets: $1,041,557

Hofheinz (Roy M.) Charitable Foundation
P.O. Box 2555
Houston, TX 77001
Assets: $5,027,570

James and Lynelle Holden Fund
428 Buhl Building
Detroit, MI 48226
(313) 962-4757
Contact: Joseph Freedman, President
Assets: $6,929,997

Indianapolis Foundation, The
615 North Alabama Street
Indianapolis, IN 46204
(317) 634-7497
Assets: $17,627,685

Ittleson Foundation, Inc.
660 Madison Avenue
New York, NY 10021
(212) 838-5010
Contact: William T. Beaty, II,
Executive Director

Johnson Controls Foundation
507 East Michigan Street
Milwaukee, WI 53202
Assets: $3,049,335

Johnson (Helen K. and Arthur E.) Foundation
1700 Broadway, Room 2302
Denver, CO 80290
(303) 861-4127
Assets: $31,346,510

The J.M. Foundation
60 East 42nd Street
New York, NY 10017
(212) 687-7735
Contact: Jack Brauntuch, Executive Director
Assets: $20,881,319

W. Alton Jones Foundation, Inc.
70 Pine Street
New York, NY 10005
(212) 422-3800
Contact: James P. Farrell, President
Assets: $51,925,051

Julia R. and Estelle L. Foundation, Inc.
817 Washington Street
Buffalo, NY 14203
Assets: $6,668,204

Kalamazoo Foundation
332 ISB Building
151 South Rose Street
Kalamazoo, MI 49007
(616) 381-4416
Assets: $31,775,373

Laffey-McHugh Foundation
Farmers Bank Building
919 Market Street
Wilmington, DE 19899
(302) 658-9141
Additional Address: P.O. Box 2207
Wilmington, DE 19899
Assets: $15,412,394

Law (Robert O.) Foundation
2120 N.E. 21st Street
Fort Lauderdale, FL 33305
Assets: $2,455,589

Leslie Fund, Inc.
3600 West Lake Avenue
Glenview, IL 60025
(312) 724-6100
Assets: $1,711,148

Levitt Foundation, The
Greenvale, NY 11548
Mailing address:
c/o Lester Dembitzer
1790 Broadway
New York, NY 10019
Assets: $4,423,858

Lilly Endowment, Inc.
2801 North Meridian Street
P.O. Box 88068
Indianapolis, IN 46208
(317) 924-5471
Assets: $653,367,581

Lowe (The Joe and Emily) Foundation, Inc.
720 Fifth Avenue
New York, NY 10019
(212) 586-1115
Assets: $11,938,433

Lowenstein (Leon) Foundation, Inc.
1430 Broadway
New York, NY 10018
Assets: $9,894,739

Charles L. McCune Charitable Trust
c/o the Union National Bank of Pittsburgh
P.O. Box 837
Pittsburgh, PA 15230
(412) 644-8307
Contact: George Leach, Trust Officer
Assets: $5,326,420

McDonald (J.M.) Foundation, Inc.
2057 East River Road
Cortland, NY 13045
(607) 756-9283
Western grant office:
Fountain Plaza Office Building
Suite 105W
7336 East Shoeman Lane
Scottsdale, AZ 85251
Assets: $12,595,520

McFadden (Ella C.) Charitable Trust
1202 First National Building
Fort Worth, TX 76102
(817) 336-1956
Assets: $29,111,087

McGraw Foundation
707 David Road
Elgin, IL 60120
(312) 695-9183
Assets: $6,787,773

McKee (Robert E. and Evelyn) Foundation
P.O. Drawer 20562
1918 Texas Avenue
El Paso, TX 79998
(915) 533-2416
Assets: $3,049,063

Metzger Price Fund
280 Madison Avenue
New York, NY 10016
(212) 686-4638
Assets: $5,247

Moline Foundation, The
c/o Moline National Bank
Moline, IL 61265
(309) 752-4361
Assets: $2,312,471

Morgan (The Roy T.) Foundation
380 Jefferson Boulevard
Warwick, RI 02886
Assets: $3,112,252

Morgenstern (Morris) Foundation
100 Merrick Road
Rockville Center, NY 11570
Assets: $8,813,036

Murray (Arthur) Foundation, Inc.
c/o David Teichman
1120 Fifth Avenue
New York, NY 10028
Assets: $417,331

Musselman (Emma G.) Foundation
c/o Philadelphia National Bank
Broad and Chestnut Streets
Philadelphis, PA 19107
Assets: $972,322

The Nalco Foundation
2901 Butterfield Road
Oak Brook, IL 60521
(312) 887-7500
Contact: Rita J. Secor, Executive Director
Assets: $2,176,770

New England Peabody Home for Crippled
Children
c/o Norman C. Nicholson, Jr.
One Boston Place
Boston, MA 02106
Assets: $3,734,745

O'Neil (The Albert T.) Foundation
c/o The American National Bank and Trust
Company
419 Robert Street
St. Paul, MN 55101
Assets: $1,543,515

Peppers (The Ann) Foundation
80 South Lake Avenue
Suite 719
Pasadena, CA 91101
(213) 681-6364
Assets: $2,854,682

The Rike Family Foundation
1920 Winters Bank Tower
Dayton, OH 45402
Contact: I.H. Jones, Executive Director
Assets: $5,700,704

R.I.S. Inc.
N-7316 Surfwood Drive
Fenton, MI 48430
Assets: $221,733

Sage Foundation
2500 Detroit Bank and Trust Building
Detroit, MI 48226
Assets: $22,460,106

Sage Foundation
2500 Detroit Bank and Trust Building
Detroit, MI 48226
Assets: $21,602,145

The Fan Fox and Leslie R. Samuels
Foundation, Inc.
666 Park Avenue
New York, NY 10021
(212) 744-6270
Contact: Morton J. Bernstein, Secretary
Assets: $2,056,081

Schmidt (Marjorie Mosher) Foundation
180 Newport Center Drive
Suite 180
Newport Beach, CA 92660
(714) 640-9936
Assets: $3,051,857

The Dr. Scholl Foundation
111 West Washington Street, Suite 2137
Chicago, IL 60602
(312) 782-5515
Contact: James P. Economos, Executive
Director
Assets: $59,799,947

Schweckendieck (Edith M.) Trusts
c/o Citibank
One Citicorp Center
New York, NY 10045
(212) 559-9477
Assets: $1,436,810

Scott (Walter) Foundation
24 East Parkway
Scarsdale, NY 10583
(914) 723-7720
Assets: $2,693,655

Seabury Foundation, The
c/o The Northern Trust Company
50 South LaSalle Street
Chicago, IL 60690
Assets: $6,550,348

Secretary
W.K. Kellogg Foundation
400 North Avenue
Battle Creek, MI 49016

Smith Foundation
517 Bankers Securities Building
Juniper and Walnut Streets
Philadelphia, PA 19107
Assets: $3,326,227

Sprague (The Seth) Educational and
Charitable Foundation
c/o United States Trust Company of
New York
45 Wall Street
New York, NY 10005
(212) 425-4500
Assets: $19,230,003

Springmeier Foundation
c/o Robert L. Prange
1123 Hadley Street
St. Louis, MO 63101
Assets: $2,139,062

Stanley (The Alix W.) Charitable
Foundation, Inc.
235 Main Street
New Britain, CT 06051
(203) 229-0381
Mailing address:
P.O. Box 1318
New Britain, CT 06050
Assets: $4,199,115

Stern (Sidney) Memorial Trust
P.O. Box 893
Pacific Palisades, CA 09272
Assets: $10,535,665

St. Louis Community Foundation
Ten South Broadway
St. Louis, MO 63102
(314) 241-2703
Assets: $2,310,756

Levi Strauss Foundation
Two Embarcadero Center
San Francisco, CA 94106
(415) 544-6579
Contact: Program Staff
Assets: $8,693,709

Elbridge and Mary Stuart Foundation
5045 Wilshire Boulevard
Los Angeles, CA 90036
(213) 931-1911
Contact: Gordon T. Jeffers, Executive Secretary
Assets: $10,192,303

Stuart (Elbridge) Foundation
5045 Wilshire Boulevard
Los Angeles, CA 90036
Assets: $10,445,934

Summerfield (Solon E.) Foundation, Inc.
270 Madison Avenue
New York, NY 10016
(212) 685-5524
Assets: $14,053,021

Sunnen Foundation
7910 Manchester Avenue
St. Louis, MO 63143
(314) 781-2100

Talisman Foundation, Inc.
405 Lexington Avenue
15th Floor
New York, NY 10017
Assets: $81,736

Obert C. & Grace A. Tanner Foundation
1930 South State Street
Salt Lake City, UT 84115
Contact: Obert C. Tanner, Trustee
Assets: $20,262

Tektronix Foundation
Beaverton, OR 97077
(503) 644-0161
Assets: $3,133,577

Thurman (The Edgar A.) Charitable Foundation for Children
P.O. Box 13888
Roanoke, VA 24008
(703) 344-8851
Assets: $2,779,988

UOP Foundation
Ten UOP Plaza
Des Plaines, IL 60016
(312) 391-2343
Assets: $123,315

VanDervoort (Frank S. and Mollie S.) Memorial Foundation
1612 Michigan National Tower
Lansing, MI 48933
Assets: $793,039

The Wahlstrom Foundation, Inc.
c/o Wahlson Associates
4747 Main Street
Bridgeport, CT 06606
(203) 374-4863
Contact: Roy A. Johnson, Vice-President and Treasurer
Assets: $3,415,782

Wakefield (George P.) Residuary Trust
c/o The Bank of New York
48 Wall Street
New York, NY 10015
Assets: $844,197

Widener Memorial Foundation in Aid of Handicapped Children
665 Thomas Road
P.O. Box 178
Lafayette Hill, PA 19444
(215) 836-7500
Assets: $1,734,654

Wilfred Fund, The
c/o Yount, Hyde & Barbour
P.O. Box 467
Middleburg, VA 22117
(703) 687-6381
Assets: $1,113,328

Youth Foundation of America, The
c/o Paul W. Brown
First National Bank Building
Petoskey, MI 49770
Assets: $176,857

UTAH FOUNDATIONS

Anderson Family Assoc. Inc., Alvin S.
c/o Alvin Anderson
2494 E. 4340 South
Salt Lake City, UT 84117
Contact: Alvin S. Anderson, President
Assets: $274

Bamberger Charitable Trust, Eleanor F.
c/o William H. Olwell
1401 Walker Building
Salt Lake City,UT 84111
Contact: William H. Olwell, TTEE
Assets: $26,512

Bamberger Memorial Foundation, Ruth Eleanor and John Ernest
1401 Walker Bank Building
Salt Lake City, UT 84111
Contact: William H. Olwell, Sec.
Assets: $2,480,216

Bamberger-Allen Health and Educational Fdn.
163 South Main Street
Salt Lake City, UT 84111
Contact: Joseph E. Bernolfo, Jr., V-P
Assets: $273,434

Battson Foundation, Edwin & Leah
c/o Roland R. Wright, TTEE
351 South State Street
Salt Lake City, UT 84111
Contact: Roland R. Wright, TTEE
Assets: $222,576

Beam Educational Fund, Hosephine
c/o Zions First Natl Bank Trustee
One Main Street
Salt Lake City, UT 84111
Contact: Zions First National Bank, TTEE
Assets: $392,050

Beesley Char Fdn, John O & Effie
P.O. Box 30169
Salt Lake City, UT 84142
Contact: John O. Beesley, TTEE
Assets: $72,826

Benevolent Tr Fund of BPOE #85
4851 Atwood Blvd.
Murray, UT 84107
Contact: J.W. Birkinshaw, Chm.
Assets: $81,736

Browning Char. Fdn., Val A.
P.O. Box 9936
Trust Dept. First Security Bank of Utah
Ogden, UT 84409
Contact: Val A. Browning, Chm.
Assets: $410,355

Buehner Foundation, Paul
5200 South Main Street
Murray, UT 84107
Contact: Paul W. Buehner, Pres.
Assets: $313,753

Burton Foundation, Edward L.
1003 Kearns Building
Salt Lake City, UT 84101
Contact: Robert H. Burton, TTEE
Assets: $193.099

Callister Foundation Inc., Louise E.
2005 So. 300 West
Salt Lake City, UT 84115
Contact: Mary B. Callister, Pres.
Assets: $1,246,557

Carleson Benefit Trust
c/o Zions First National Bank
Salt Lake City, UT 84111
Contact: Zions First Nat'l Bank, Trustee
Assets: $229,144

Carter Foundation Inc., Robert S.
2191 South 300 West #200
Salt Lake City, UT 84121
Contact: Robert S. Carter, Pres.
Assets: $69,205

Castle Fdn., Olive B.
c/o Continental Bank & Trust Co.
Box 1770
Salt Lake City, UT 84110
Contact: Gilbert M. Bean, Trust Officer
Assets: $982,263

Charles J. & Inez Cortez Trus Cott Foundation
c/o Commercial Security Bank Trustee
P.O. Box 9160
Ogden, UT 84409
Contact: Commercial Security Bank TTEE
Assets: $34,281

Chrsitensen Family Foundation, A. Lee
1572 Orchard Drive
Salt Lake City, UT 84101
Contact: A. Lee Christensen, Pres.
Assets: $902,174

Church Development Trust
3461 East 7590 South
Salt Lake City, UT 81121
Contact: Clyde Benton, TTEE
Assets: $68,274

Clayton Foundation, C. Comstock
c/o Calvin A. Behle
79 South State Street, Suite 200
Salt Lake City, UT 84111
Contact: Calvin A. Behle, Chm.
Assets: $363,529

Dee Fdn, Lawrence T. & Janet T.
Trust Dept First Security Bank
P.O. Box 9936
Ogden, UT 84409
Contact: Thomas D. Dee, II, Chm.
Assets: $1,726,509

Dee Foundation, Annie Taylor
P.O. Box 9936
First Security Bank and Trust
Ogden, UT 84409
Contact: Thomas D. Dee II, Chm.
Assets: $1,254,400

DMSO Foundation of Utah
1847 West 2300 South
Salt Lake City, UT 84119
Contact: Henry D. Moyle, Jr. , Sec.
Assets: $42,152

Doctorman Foundation, Joe
c/o Mrs. Celia Doctorman
220 South Second West
Salt Lake City, UT 84623
Contact: Joe Doctorman, Pres.
Assets: $7,633

Dr. George M. Fister Medical Foundation Inc.
Box 1537
Park City, UT 84060
Assets: $199

Dufton Charitable Trust, Lillian Ethel
P.O. Box 30006
Salt Lake City, UT 84125
Contact: George S. Eccles, Pres.
Assets: $1,563,157

Dulany-Hunter Foundation
c/o Vard L. Openshav, Agent
755 South 2500 West
Vernal, UT 84078
Contact: S.A. Dulany Hunter, Pres.
Assets: $71,379

Dumke Fdn., Dr. Ezekiel R. & Edna Wattis
c/o Max Lewis
10 West First St., Suite 614
Salt Lake City, UT 84101
Contact: E.R. Dumke, Jr., Pres
Assets: $1,783,625

Eccles Foundation, George S. Eccles and
Dolores Dore
c/o George S. Eccles
P.O. Box 390
Salt Lake City, UT 84110
Contact: George S. Eccles, Pres.
Assets: $1,869.245

Eccles Foundation, Marriner S.
c/o First Security Bank of Utah Na Tr.
P.O. Box 30007
Salt Lake City, UT 84125
Contact: First Security Bank, Trustee
Assets: $8,038,129

Eldred Sunset Manor Foundation Inc.
c/o Kay L. Jacobs
66 South Main
Pleasant Grove, UT 84062
Contact: Verl G. Dixon, Pres.
Assets: $301.482

First Security Foundation
Deseret Building, Room 201
Salt Lake City, UT 84110
Contact: George S. Eccles, Pres.
Assets: $420,881

Flint Foundation, Leland B. & Dora T.
c/o Victor K. Cummings
605 Walker Bank Building
Salt Lake City, UT 84110
Contact: Victor K. Cummings, Mgr.
Assets: $29,976

Fuller Foundation
15 East 4th South Street
Salt Lake City, UT 84111
Contact: Glen E. Fuller, Pres.
Assets: $39,412

Garco Foundation
P.O. Box 30429
Salt Lake City, UT 84125
Contact: J.P. Gibbons, Pres.
Assets: $104,589

Green Charitable Trust A. Edith Dee
Trust Dept. First Security Bank
P.O. Box
Ogden, UT 84409
Contact: Dee Ann Nye, TTEE
Assets: $58,640

Green Charitable Trust B. Edith Dee
Trust Dept First Security Bank
P.O. Box
Ogden, UT 84409
Contact: D. Wade Mack, TTEE
Assets: $58,602

Green Charitable Trust C. Edith Dee
c/o First Security Bank of Utah N.A.
P.O. Box 9936
Ogden, UT 84409
Contact: Harold J. Mack, Chm.
Assets: $58,199

Green Fdn., Edith Dee
Tr. Dept. First Security Bank
P.O. Box 9936
Ogden, UT 84409
Contact: H.J. Mack, Chm.
Assets: $1,071,815

Handley Foundation Inc., G. Kenneth &
Ethel L.
910 Donner Way 101
Salt Lake City, UT 84108
Contact: Kenneth Handley, Pres.
Assets: $61,950

Hansen Foundation, George T.
c/o Continental Bank & Trust Co.
P.O. Box 20177
Salt Lake City, UT 84125
Contact: Mrs. George T. Hansen, Chm.
Assets: $400,073

Harris Foundation, Mattie Wattis
c/o Max B. Lewis
141 East 1st South Suite 200
Salt Lake City, UT 84111
Contact: Max B. Lewis, TTEE
Assets: $2,827,132

Hayward Educational Fund, Cora T.
c/o Zion First National Bank Trustee
One Main Street
Salt Lake City, UT 84111
Contact: Zions First Nat'l. Bank, Trustee
Assets: $119,949

Hoffman Charitable Trust, Naomi
c/o Continental Bank & Trust Co.
P.O. Box 30177
Salt Lake City, UT 84125
Contact: Bert Elg, Tr. Officer
Assets: $99,311

Hubbard Foundation, Dr. John C. & Bliss L.
P.O. Box 30169
Salt Lake City, UT 84142
Contact: Walker Bank & Trust Co., TTEE
Assets: $283,063

Hughes Foundation Inc., Preston G.
195 West 200 North
Spanish Fork, UT 84660
Contact: Preston C. Hughs, Mgr.
Assets: $429,465

Huntington Scholarship Fund, Sue
c/o Tracy Collins Bank and Trust Company
P.O. Box 90
Salt Lake City, UT 84110
Contact: Tracy-Collins Bank and Trust Co.
Assets: $64,839

Johnson Charitable Foundation Trust, Janice R.
c/o Trust Department, Continental Bank & Trust
Salt Lake City, UT 84101
Contact: Gilbert Bean, Asst. Trust Officer
Assets: $5,090

Jones Foundation, Emma Eccles
c/o First Security Bank of Utah NA Tr.
P.O. Box 30007
Salt Lake City, UT 84125
Contact: First Security Bank of Utah, Trustee
Assets: $63

Kelson Foundation
P.O. Box 30177
Salt Lake City, UT 84125
Contact: A.H. Kelson
Assets: $5,191

King & Walter E. Ware Mem. Fdn., Walter G.
c/o Ten Broadway Bldg. Suite 400
10 West 3rd South
Salt Lake City, UT 84101
Contact: Ernest Q. King, Pres.
Assets: $32,340

Lang Charitable Foundation, John & Dora
107 So. Main Street
Salt Lake City, UT 84111
Contact: Tracy Collins Bank & Trust Co.
Assets: $533,587

Lindholm Fund, Claire E. Lindholm and George
Tr. Dept. Zions First Nat'l. Bank
One Main Street
Salt Lake City, UT 84111
Contact: Zions First National Bank TTEE
Assets: $190,294

Martin Charitable Foundation, Dorothy F.
c/o The Continental Bank & Trust Co.
2nd South & Main Street
Salt Lake City, UT 84125
Contact: Continental Bank & Trust Co.
Assets: $9,429

Masonic Foundation of Utah
650 East South Temple
Salt Lake City, UT 84102
Contact: Newell B. Dayton, Chm
Assets: $963,299

McDonald Charitable Trust, Etta S.
P.O. Box 9936 Tr. Dept. First Security Bank
Ogden, Utah 84409
Contact: First Security Bank of Utah TTEE
Assets: $103,586

Meacher Family Chariatable Trust
Box 30169
Salt Lake City, UT 84142
Contact: N.J. Meagher, TTEE
Assets: $34,869

Michael Foundation, Herbert I. & Elsa B.
c/o Continental Bank & Trust co.
200 South Main Street
Salt Lake City, UT 84101
Contact: K. Jay Holdsworth, Co-Ttee
Assets: $2,204,862

Moreton Family Foundation
Box 30169
Salt Lake City, UT 84108
Contact: Fred A. Moreton, Trustor
Assets: $21,703

Morris Foundation, George Q.
c/o Marion M. Wood
900 Donner Way
Salt Lake City, UT 84108
Contact: Marion M. Wood, Pres.
Assets: $402,278

Movitz Foundation, Samuel A. & Richard D.
P.O. Box 25537
Salt Lake City, UT 84125
Contact: Richard D. Movtiz, Pres.
Assets: $240,743

Moyle Genealogical and Historical Association, James
c/o James D. Moyle
1235 East Second Street
Salt Lake City, UT 84102
Contact: James D. Moyle, Sec.-Treas.
Assets: $122,034

Myrick Scholarship Trust, William E.
c/o Valley Banks & Trust Co.
80 West Broadway
Salt Lake City, UT 84101
Contact: Rod R. Cushing, Asst. Tr. Off.
Assets: $14,554

National Institute for Research & Development
c/o Wiggins & Co.
164 East 5900 South Suite 104
Salt Lake City, UT 84107
Contact: Kline D. Strong, Dir.
Assets: $12,997

Norton Family Foundation, Merlin J.
310 South Main Street, Suite 1414
Salt Lake City, UT 84101
Contact: Merlin J. Norton, Pres.
Assets: $47

Ogden Masonic Relief Board
P.O. Box 141
Ogden, UT 84402
Contact: William Wade, Chm.
Assets: $47,482

Powell Foundation, Samuel C. and Myra G.
Trust Dept. First Security Bank
P.O. Box
Ogden, UT 84409
Contact: Myra Powell, Mgr.
Assets: $231,005

Redd Foundation, Charles
Suite 400, Deseret Building
Salt Lake City, UT 84111
Contact: Charles Hardison Redd, TTEE
Assets: $861

Rich Fdn., Junior E. and Blanche B.
P.O. Box 9936
Tr. Dept. First Security Bank
Ogden, UT 84409
Contact: Blanche B. Rich, Chm.
Assets: $879,502

Richards Memorial Medical Foundation
2000 South 9th East
Salt Lake City, UT 84105
Contact: Lenore Richards, Chm., V.P.
Assets: $550,000

Richards Memorial Trust, Franklin D. & Helen K.
One Main Street
Salt Lake City, UT 84111
Contact: Zions First National Bank, TTEE
Assets: $159,520

Roe Foundation Inc., Bernice & Ben
1307 Deseret Building
Salt Lake City, UT 84111
Contact: Ben M. Roe, Pres.
Assets: $4,435

Rosenblatt Memorial Foundation Inc.
1130 Kennecott Building
Salt Lake City, UT 84133
Contact: Joseph Rosenblatt, Pres.
Assets: $102,257

Salt Lake Valley Educational Association, Inc.
3575 So. 2175 East
Salt Lake City, UT 84109
Contact: Thomas O. Breitling, Trustee
Assets: $60

Shaw Fdn., Mary Elizabeth Dee
First Security Bank of Utah, NA
P.O. Box 9936
Ogden, UT 84409
Contact: Elizabeth D.S. Stewart, Chm.
Assets: $1,543,920

Smith Charitable Trust, J. Fish & Lillian F.
Trust Dept. Zions First Nat'l. Bank
1 Main Street
Salt Lake City, UT 84111
Contact: Zions First National Bank, TTEE
Assets: $9,398

Smith Foundation, Hugh C.
847 East 620 South
Orem, UT 84057
Contact: H.C. Smith
Assets: $1,757

Steiner American Foundation Inc.
505 East South Temple
Salt Lake City, UT 84102
Contact: R.R. Steiner, Pres.
Assets: $297,803

Stewart Charitable Trust
P.O. Box 9936
Tr. Dept. First Security Bank of Utah
Ogden, UT 84409
Contact: Elizabeth D.S. Stewart, TTEE
Assets: $104.057

Stewart Foundation, Donnell B. and Elizateth Dee Shaw
P.O. Box 9936
Tr. Dept First Security Bank of Utah
Ogden, UT 84409
Contact: Elizabeth D.S. Stewart, Chm.
Assets: $958,102

Tanner Foundation, Obert C. and Grace A.
1930 South State Street
Salt Lake City, UT 84115
Contact: Obert C. Tanner, Pres.
Assets: $24,384

Telford Mem. Fdn., John W.
380 East 650 South
Kaysville, UT 84037
Contact: Alice Telford, TTEE
Assets: $50

Thrasher Research Fund
c/o Administrative Director
7th Floor, 50 East North Temple
Salt Lake City, UT 84150
Assets: $15,412,165

Travis Charitable Trust, Harriet D.
c/o Continental Bank & Trust Co.
P.O. Box 30177
Salt Lake City, UT 84125
Contact: Continental Bank & Trust Co., TTEE.
Assets: $507,750

Truscott Foundation Weber State College for
Art Scholarships, Charles J. & Inez Cortez
c/o Commercial Security Bank Trustee
P.O. Box 9160
Ogden, UT 84409
Contact: Jerald N. Engstrom, Trustee
Assets: $42,649

Van Evera Foundation, DeWitt
c/o Walker Bank & Trust Co.
Box 30169
Salt Lake City, UT 84142
Contact: DeWitt Van Evera, TTEE.
Assets: $105,736

Walker Bank & Trust Charitable Foundation
Box 30169
Salt Lake City, UT 84142
Contact: J.L. Firhage, TTEE.
Assets: $25,457

Wallace Foundation, John M. & Glenn Walker
c/o Walker Bank & Trust Company
P.O. Box 30169
Salt Lake City, UT 84142
Contact: John M. Wallace, TTEE.
Assets: $292,802

Wasatch Foundation
200 No. Main Street
Salt Lake City, UT 84103
Contact: Don A. Stringham, TTEE.
Assets: $3,124

Wattis Foundation, Elveretta L.
Trust Dept., First Security Bank
P.O. Box
Ogden, UT 84409
Contact: Neil R. Olmstead, Chm.
Assets: $64,954

Winder Charitable Trust, George & Lorna
Box 30169
Salt Lake City, UT 84142
Contact: Walker Bank & Trust Co., TTEE.
Assets: $16,053

Young Foundation, Thomas
2879 St. Marys Way
Salt Lake City, UT 84108
Contact: Thomas Young, Jr., Mgr.
Assets: $29,113

STATE FOUNDATION DIRECTORIES

Although not all states have a directory available on the smaller community based foundations, the following states have published one. (Note: Not all information contained in these directories are accurate due to improperly filled out 990-AR's):

ALABAMA
A Guide to Foundations of the Southeast, Vol. IV
Davis-Taylor Associates, Inc.
Route 3, Box 289
Mt. Morgan Road
Williamsburg, KY 40769
($25 each-126 foundations)

ARKANSAS
A Guide to Foundations of the Southeast, Vol. IV
Davis-Taylor Associates, Inc.
Route 3, Box 289
Mt. Morgan Road
Williamsburg, KY 40769
($25 each-104 foundations)

CALIFORNIA
Guide to California Foundations
Northern California Foundation Group
P.O. Box 5646
San Francisco, CA 94101
(335 foundations)

Registry of Charitable Trusts
Wells Fargo Bank Building
5th Street and Capitol Mall, Room 443
Sacramento, CA
(13,000 charitable organizations)

CONNECTICUT
A Directory of Foundations in the State of Connecticut
Eastern Connecticut State College Foundation, Inc.
P.O. Box 431
Willimantic, CT 06226
(590 foundations-$7 prepaid)

DISTRICT OF COLUMBIA
A Guide to Washington, D.C. Foundations
Guide Publishers
P.O. Box 5849
Washington, DC 20014
$8-282 foundations)

FLORIDA
A Guide to Foundations of the Southeast, Vol. III
Davis-Taylor Associates, Inc.
Route 3, Box 289
Mt. Morgan Road
Williamsburg, KY 40569
($25 each-487 foundations)

GEORGIA
A Guide to Foundations of the Southeast, Vol. III
Davis-Taylor Associates, Inc.
Route 3, Box 289
Mt. Morgan Road
Williamsburg, KY 40569
($25 each-340 foundations)

ILLINOIS
Illinois Foundation Profiles
Davis-Taylor Associates, Inc.
Route 3, Box 289
Mt. Morgan Road
Williamsburg, KY 40769
($29.95 each-319 foundations)

INDIANA
A Guide to Indiana Foundations
Davis-Taylor Associates, Inc.
Route 3, Box 289
Mt. Morgan Road
Williamsburg, KY 40769
(29.95 each-334 foundations)

KANSAS
Directory of Kansas Foundations
Association of Community Arts Councils of Kansas
117 West Tenth Street, Suite 100
Topeka, KS 66612
($1.25 each-205 foundations)

KENTUCKY
A Guide to Foundations of the Southeast, Vol. I
Davis-Taylor Associates, Inc.
Route 3, Box 289
Mt. Morgan Road
Williamsburg, KY 40769
($25 each-119 foundations)

LOUISIANA
A Guide to Foundations of the Southeast, Vol. IV
Davis-Taylor Associates, Inc.
Route 3, Box 289
Mt. Morgan Road
Williamsburg, KY 40769
($25 each-172 foundations)

MAINE
Directory of Maine Foundations
Eastern Connecticut State College Foundation, Inc.
P.O. Box 431
Willimantic, CT 06226
($5 prepaid-62 foundations)

MARYLAND
1975 Annual Index Foundation Reports
Office of the Attorney General
One South Calvert Street, 14th Floor
Baltimore, MD 21202
($3.20 each-278 foundations)

MASSACHUSETTS
A Directory of Foundations in the Commonwealth of Massachusetts
Eastern Connecticut State College Foundation, Inc.
P.O. Box 431
Willimantic, CT 06226
($15 prepaid-960 foundations)

Directory of Foundations in Massachusetts
Carol Fubini
Division of Public Charities
One Ashburton Place
Boxton, MA 02108
($7.50 each-1,100 foundations)

Directory of the Major Greater Boston Foundations
J.F. Gray Company
P.O. Box 748
Islington Station
Westwood, MA 02090
($14.95 plus postage-47 Boston area foundations)

MICHIGAN
Directory of Foundations in the State of Michigan
Dunham Pond Press
Storrs, CT 06268
$10 each-696 foundations)

Michigan Foundation Directory
Michigan League for Human Services
200 Mill Street
Lansing, MI 48933
($5 prepaid-267 foundations)

MINNESOTA
Minnesota Foundation Directory
Minnesota Foundation Directory
101 Boy Scouts of America Building
5300 Glenwood Avenue, North
Minneapolis, MN 44522
($225 each-598 foundations)

Guide to Minnesota Foundations
Minnesota Council on Foundations
Suite 413 Foshay Tower
9th & Marquette Aves.
Minneapolis, MN 55402
($10 each-509 foundations)

MISSISSIPPI
A Guide to Foundations of the Southeast, Vol. IV
Davis-Taylor Associates, Inc.
Route 3, Box 289
Mt. Morgan Road
Williamsburg, KY 40769
($25 each-68 foundations)

NEW HAMPSHIRE
A Directory of Foundations in the State of New Hampshire
Eastern Connecticut State College Foundation, Inc.
P.O. Box 431
Willimantic, CT 06226
($5 prepaid-138 foundations)

Directory of Charitable Funds in New Hampshire
Office of the Attorney General
State House Annex
Concord, NH 03301
($2 each-approximately 400 foundations)

NEW YORK
New York Foundation Profiles
Davis-Taylor Associates, Inc.
Route 3, Box 289
Mt. Morgan Road
Williamsburg, KY 40769
(29.95 each-950 foundations)

NORTH CAROLINA
A Guide to Foundations of the Southeast, Vol. II
Davis-Taylor Associates, Inc.
Route 3, Box 289
Mt. Morgan Road
Williamsburg, KY 40769
($25 each-415 foundations)

OHIO
Charitable Foundations Directory of Ohio
Office of the Attorney General
30 East Borad Street, 15th Floor
Columbus, OH 43215
($4 prepaid-2,500 foundations)

Ohio Foundation Profiles
Davis-Taylor Associates, Inc.
Route 3, Box 289
Mt. Morgan Road
Williamsburg, KY 40769
($29.95 each-254 foundations)

OKLAHOMA
Directory of Oklahoma Foundations
University of Oklahoma Press
1005 Asp Avenue
Norman, OK 73069
($9.95 each-269 foundations)

OREGON
Directory of Foundations and Charitable Trusts Registered in Oregon
Department of Justice
500 Pacific Building
520 S.W. Yamhill
Portland, OR 97204
($5 prepaid-331 foundations)

PENNSYLVANIA
Directory of Charitable Organizations-1976
Office of the Attorney General
Capitol Annex
Harrisburg, PA 17120
($10.50 each-approximately 1,200 foundations)

Directory of Pennsylavnia Foundations
Friends of the Free Library of Philadelphia
Logan Square at 19th Street
Philadelphia, PA 19103
($11 prepaid-12 foundations)

Pittsburgh Area Foundation Directory
Community Action Pittsburgh, Inc.
Planning and Research Division
Fulton Building
107 6th Street
Pittsburgh, PA 15222
($10 each-194 Pittsburgh area foundations)

RHODE ISLAND
A Directory of Foundations in the State of Rhode Island
Eastern Connecticut State College Foundation, Inc.
P.O. Box 431
Willimantic, CT 06226
($5 prepaid-117 foundations)

SOUTH CAROLINA
A Guide to Foundations of the Southeast, Vol. II
Davis-Taylor Associates, Inc.
Route 3, Box 289
Mt. Morgan Road
Williamsburg, KY 40769
($25 each-131 foundations)

TENNESSEE
A Guide to Foundations of the Southeast, Vol. I
Davis-Taylor Associates, Inc.
Route 3, Box 289
Mt. Morgan Road
Williamsburg, KY 40769
($25 each-238 foundations)

TEXAS

Directory of Texas Foundations
Texas Foundations Research Center
306 West 29th Street
Austin, TX 78505
($10.95 prepaid-1020 foundations)

The Guide to Texas Foundations
Southern Resource Center
P.O. Box 5593
Dallas, TX 75222
($7.50 each-214 foundations)

VERMONT

A Directory of Foundations in the State of Vermont
Eastern Connecticut State College Foundation, Inc.
P.O. Box 431
Williamantic, CT 06226
($3 prepaid-41 foundations)

VIRGINIA

A Guide to Foundations of the Southeast, Vol. I
Davis-Taylor Associates, Inc.
Route 3, Box 289
Mt. Morgan Road
Williamsburg, KY 40769
($25 each-102 foundations)

WASHINGTON STATE

Charitable Trust Directory
Office of the Attorney General
Temple of Justice
Olympia, WA 98504
($3 prepaid-458 foundations)

WISCONSIN

Foundations in Wisconsin: A Directory 1977
The Foundation Collection
Marquette University Memorial Library
1415 West Wisconsin Avenue
Milwaukee, WI 53233
($10 prepaid-over 700 foundations)

STATE GOVERNMENT SOURCES OF FOUNDATION INFORMATION

ALABAMA
Fred W. Pritchard
Corporations Section
Alabama Dept. of Revenue
Montgomery 36130

ALASKA
Joseph K. Donohue
Office of the Attny. General
Dept. of Law
Pouch K, State Capitol
Juneau 99811

ARIZONA
James Winter
Attny. General's Office
1700 W. Washington
Phoenix 85007

ARKANSAS
Rodney Parham
Chief Depty. Attny. General
Justice Bldg.
Little Rock 72001

CALIFORNIA
Larry W. Campbell, Registrar
Registry of Charitable Trusts
Mail: P.O. Box 13447
Sacramento 95813
Visit: 1315 5th Street, Room 443
Sacramento 95814

COLORADO
James Riley
Inheritance and Gift Tax Div.
318 State Office Bldg.
Denver 80203

CONNECTICUT
Ralph Murphy

DELAWARE
Bill Remington
Asst. Attny. General's Office
Fifth Floor-Wilmington Tower
Wilmington 19801

FLORIDA

GEORGIA
Hart Pearson
Gerogia Dept. of Revenue,
Trusts and Estates
P.O. Box 38467, Capitol Hill Station
Atlanta 30334

HAWAII
Tany Hong
Dept. of Attny. General
State Capitol Bldg.
Honolulu 96813

IDAHO
Theodore V. Spangler, Jr.
5257 Fairview Avenue
Boise 83704

ILLINOIS
Jane Goldhaber
Attny. General's Office
188 West Randloph Street
Room 1826
Chicago 60601

INDIANA
Richard Johnson
219 State House
Indianapolis 46204

IOWA
Elizabeth Nolan
Office of the Attny. General
State Capitol
Des Moines 50319

KANSAS
Mr. Jensen
Office of the Attny. General
State Capitol Bldg.-1st Floor
Topeka 66612

KENTUCKY
Patrick Kimberlin, III
Asst. Attny. General
Attny. General's Office
New Capitol Bldg.
Frankfort 40601

LOUISIANA
Warren E. Mouledoux
First Asst. Attny. General
Attny. General's Office
Dept. of Justice, 7th Floor
2-3-4 Loyola Bldg.
New Orleans 70112

MAINE
Jerome S. Matus
Asst. Attny. General
c/o Bur. of Taxation
State Office Bldg.
Augusta 04333

MARYLAND
Raymond Weiss
1400 One South Calvert Bldg.
Baltimore 21202

MASSACHUSETTS
Susan Sloan
Director, Div. of Public Charities
Dept. of the Attny. General
One Ashburton Place
Boston 02108

MICHIGAN
Ronald J. Styka
Attny. General's Office
670 Law Bldg.
Lansing 48913

MINNESOTA
Howard Paulson
Secretary of State's Office
180 State Office Bldg.
St. Paul 55155

MINNESOTA (Cont'd.)
Denise Webster Templeton
Attny. General's Office
515 Transportation Bldg.
St. Paul 55155

MISSISSIPPI
Donald Clark, Jr.
Office of the Attny. General
Box 220
Jackson 39205

MISSOURI
Greg Hoffman

MONTANA
Attny. General's Office
State Capitol Bldg.
Helena 59601

NEBRASKA
Gary B. Schneider
Dept. of Justice
State Captiol Bldg.
Lincoln 68509

NEVADA
William Isaeff
Deputy Attny. General
Supreme Court Bldg.
Carson City 89710

NEW HAMPSHIRE
Margaret Watson
Registrar, Div. of Charitable Trusts
Office of the Attny. General
State House Annex
Concord 03301

NEW JERSEY
Mr. Lauer
State House Annex-2nd Floor
Trenton 08625

NEW MEXICO
Tom Dunigan
Office of the Attny. General
P.O. Drawer 1508
Santa Fe 87501

NEW YORK
Warren M. Goidel
Asst. Attny. General
New York State Dept. of Law
Charitable Foundations Bur.
Two World Trade Center
New York 10047

NORTH CAROLINA
Rufus L. Edmisten
Attny. General
George W. Boylan
Asst. Attny. General
Dept. of Justice
P.O. Box 629
Raleigh 27602

NORTH DAKOTA
Lynn Erickson
Asst. Attny. General
Attny. General's Office
State Capitol Bldg.
Bismark 58501

OHIO
Bruce Rakay, Chief
Charitable Foundations Section
Office of the Attny. General
15th Floor-State Office Tower
Columbus 43215

OKLAHOMA
State Attny. Genera's Office
112 State Capitol Bldg.
Oklahoma City 73105

OREGON
Virginia D. Mills
Div. of Charitable Trusts
500 Pacific Bldg.
520 S.W. Yamhill
Portland 97204

PENNSYLVANIA
Patty Jasper
Div. of Property and Natural
Resources
Pennsylvania Dept. of Justice
Main Capitol Annex Bldg.
Harrisburg 17120

RHODE ISLAND
W. Kenneth O'Donnell
Office of the Attny. General
56 Pine Street
Providence 02903

SOUTH CAROLINA
Raymond Halford
Asst. Attny. General
P.O. Box 11549
Office of the Attny. General
Wade-Hampton Office Bldg.
Columbia 29211

SOUTH DAKOTA
Mr. Clair Ledbetter
Attny. General's Office
Pierre 57501

TENNESSEE
David Weed
Attny. General's Office
450 James Robertson Parkway
Nashville 37219

TEXAS
Herman I. Little, Jr.
Office of the Attny. General
4th Floor, Supreme Court Bldg.
P.O. Box 12548
Capitol Station
Austin 78711

UTAH
G. Blaine Davis
236 State Capitol
Attny. General's Office
Salt Lake City 84114

VERMONT
Mr. Fenessee
Dept. of Taxes
Montpelier 05602

VIRGINIA
Mr. Terry Emerson
206 State Office Bldg.
Capitol Square
Richmond 23282

WASHINGTON
Jeanette Dieckman
Attny. General's Office
Temple of Justice
Olympia 98504

WEST VIRGINIA
Attny. General Browning
State Capitol
Charleston 25305

WISCONSIN
Paul R. Schilling
Attny. General's Office
Mail: Room 114 East State Capitol
Visit: Lorraine Bldg.
123 W. Washington Avenue
Madison 53702

WYOMING
Office of the Attny. General
Capitol Bldg.
Cheyenne 82001

What Can Be Found In The 990-AR?

The Internal Revenue Service, in section 6056 of the IRS Code requires private foundations to provide information in 10 general categories:
1. The address of the foundation's principal office and of the location of its books and records.
2. Total contributions and gifts received during the year.
3. Gross income for the year.
4. Annual disbursements (including administrative expenses).
5. Expenses attributable to gross income incurred within the year (broker's fees, bank or trust charges, property management, etc.).
6. The names and addresses of its managers.
7. A list of managers who are also substantial contributors or own 10 percent of a business enterprise in which the foundation has a 10 percent interest.
8. A balance sheet showing assets, liabilities and net worth.
9. An itemized account of all securities and other assets, including both book and market value.
10. All grants made or approved during the year, the name and address of each recipient, the amount and purpose of the grant and the relationship, if any, between any recipient and the foundation's managers or substantial contributors.

Taken from The Grantsmanship Center News, October-December, 1977, issue, p. 42.

FOUNDATION RESEARCH TOOLS

The Big Search--Researching Foundations Part II (24 pages)

More on identifying sources of foundation support: a step-by-step explanation of how to research foundations and a complete guide to two excellent sources of foundation information — state attorney general's offices and state foundation directories.

Grantsmanship Center, 1031 South Grand Avenue, Los Angeles, CA 90015 ($1.55)

The Foundation Directory, Edition 7

It is the basic resource for information about the country's major foundations. It includes descriptions of the nation's 3,138 largest foundations —the source of 93% of all foundation assets and 92% of total grant dollars. It lists foundations whose assets exceed $1,000,000 or whose annual grants total $100,000 or more. Entries include a description of giving interests, along with addresses, telephone numbers, current financial data, names of donors and key officers, and grant application information.

Foundation Center, 888 Seventh Avenue, New York, NY 10106 ($41.50)

Source Book Profiles

It offers an in-depth picture of the 1,000 largest foundations,breaking down each one's giving by subject area, type of grant, and type of recipient.

Foundation Center, 888 Seventh Avenue, New York, NY 10106 ($200.00)

National Data Book, 5th Edition

Describes over 22,000 foundations. It lists foundations that give more than one dollar per year. 87% of them give under $100,000 per year. It will help you to find the address of any active U.S. foundation, locate all foundations in a particular city or zip code area, profile foundation assets or giving levels by state or region, identify all foundations which issue annual reports, and determine the number and size of small foundations in your community.

Foundation Center, 888 Seventh Avenue, New York, NY 10106 (2 volumes Annual/ $45.00)

Foundation Grants to Individuals, 2nd Edition

It provides full descriptions of the programs for individuals of about 950 foundations. It includes foundation telephone numbers, names of trustees and staff, and sample grants for the first time.

Foundation Center, 888 Seventh Avenue, New York, NY 10106.(1979/ $15.00)

The Foundation Grants Index Annual, 10th Edition

It is the most thorough subject index available to the actual grants of over 400 major U.S. foundations, including all of the top 100 grantmakers. They are indexed by subject, geopgraphic location, by the names of the recipient organizations, and by a multitude of key words describing all aspects of each grant.

Foundation Center, 888 Seventh Avenue, New York, NY 10106. (1981/$30.00)

Comsearch Printouts

It is a computer-produces guide to foundation giving broken down by either subject, geographical location or by special topics. The subjects include: Communications, education, health, humanities, population groups, physical and life sciences, social sciences, welfare, other. The special topics include: the 1000 largest foundations in the U.S. by asset size, the 600 largest company-sponsored foundations, etc.

Foundation Center, 888 Seventh Avenue, New York, NY 10106. $12 per subject (paper); $4 per subject (microfiche), $150 for complete set of 68 subjects on microfiche; Geographic categories either $25 or $15 depending on location (paper) and $8 or $5 depending on location (microfiche); Special topics: $12 (paper) and $4 (microfiche).

Foundation Fundamentals

It presents all the facts which will help you understand the world of foundations and will show you how to identify foundation funding sources for your organization.

Foundation Center, 888 Seventh Avenue, New York, NY 10106. (1980/$4.95)

Directory of Evaluation Consultants

This directory lists information on individuals and organizations experienced in designing and conducting evaluations. 650 individuals and organizations are listed with their addresses, phone numbers, and descriptions of their background and experience in evaluation. Indexes by geographic region, specialty area, and individuals listed help locate those consultants best qualfied to evaluate your type of program or agency.

Foundation Center, 888 Seventh Avenue, New York, NY 10106. (1981/$8.95)

Conducting Evaluations: Three Perspectives

Questions such as "What is evaluation", "When and how should foundations conduct evaluations" are answered in three thought-provoking papers from the viewpoint of the granting agency, the grant recipient, and the professional evaluation community. It includes an annotated bibliography on Evaluation Research.

Foundation Center, 886 Seventh Avenue, New York, NY 10106. (1980/$2.95)

Philanthropy in the United States: History and Structure ($1.50)
What Makes a Good Proposal? (Free up to 5 copies)
What Will a Foundation Look for When You Submit a Grant Proposal? (Free up to 5 copies)
Bibliographies ($.25 each)

Foundation Center, 888 Seventh Avenue, New York, Ny 10106.

Foundation News and Foundation Grants Index, 1978

The *News*, the bimonthly magazine of the foundation world, is a forum where foundation people talk to each other. The center section of each issue, the *Foundation Grants Index* is work the price of the magazine. The annual *Index* is a compilation of the grants published in the *News* through the previous year.

The Foundation News can be obtained at: 828 L Street, N.W. Washington, D.C. 20036 ($20.00)

The *Index* can be ordered from: Columbia University Press, 136 South Broadway, Irvington, NY 10533.

How Foundations Review Proposals and Make Grants

An informative interview with the director of a major foundation together with two foundations' guidelines for proposals and a short article on reasons proposals are not funded.

Grantsmanship Center, 1031 South Grand Avenue, Los Angeles, CA 90015 ($1.25)

IRS 990-AR and 990-PF Returns

All private foundations are required to file these returns which include valuable lists of trustees and grants. These can be obtained in a number of ways: (1) They are generally on file in your state Attorney General's office. (2) They are on file at the "regional collections" of the Foundation Center. (See section on "regional collections". (3) You can purchase them from the IRS which can be a very slow process.

(Note: Prices quoted are subject to change)

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Atlanta 30303
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(Also covers Alabama, Florida, South Carolina, and Tennessee)

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Honolulu 96822
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Baltimore 21201
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Dearborn 48126
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Wayne State University
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Michigan State University Libraries
Reference Library
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Flint 48503
(313) 762-3408

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Grand Rapids 49502
(616) 456-4411

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Minneapolis 55401
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School of Education Building
52nd Street and Holmes
Kansas City 64106
(816) 221-2685
(Also covers Kansas)

The Danforth Foundation Library
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(314) 862-6200

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Las Vegas 89109
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Concord 03301
(603) 225-6641

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185 West State Street
P.O. Box 1898
Trenton 08625
(609) 292-6220

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Santa Fe 87501
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Cultural Education Center
Humanities Section, 6th Floor
Empire State Plaza
Albany 12230
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Raleigh 27611
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Winston-Salem 27101
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(701) 237-8876

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Oklahoma City 73103
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Portland 97205
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(Also covers Delaware)

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Pittsburgh 15260
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Providence Public Library
Reference Department
150 Empire Street
Providence 02903
(401) 521-7722

SOUTH CAROLINA
South Carolina State Library
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(803) 758-3181

SOUTH DAKOTA
South Dakota State Library
State Library Building
322 South Fort Street
Pierre 57501
(605) 773-3131

TEXAS
The Hogg Foundation for Mental Health
The University of Texas
Austin 78712
(512) 471-5041

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History and Social Sciences Division
1954 Commerce Street
Dallas 75201

El Paso Community Foundation
El Paso National Bank Building, Suite 1616
El Paso 79901
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State of Vermont Department of Libraries
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111 State Street
Montpelier 05602
(302) 828-3261

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Richmond Public Library
Business, Science, and Technology Department
101 East Franklin Street
Richmond 23219
(804) 780-8223

WASHINGTON
Seattle Public Library
1000 Fourth Avenue
Seattle 98104
(206) 625-4881

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123 Capitol Street
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PUERTO RICO
Consumer Education and Service Center
Department of Consumer Affairs
Minillas Central Government Building North
Santurce 00908

MEXICO
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Londres 16
Mexico City 6, D.F.

Information Taken From:
The Foundation Directory Edition 7
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REFERENCE RESOURCES

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RESOURCES FOR FUNDING INFORMATION

(1) Federal Assistance Programs Retrieval Systems (FAPRS)
Federal Program Information Branch
Office of Management and Budget
Washington, DC 20503
(202) 395-3112

The Federal Assistance Programs Retrieval System (FAPRS) is a computerized data bank which identifies federal assistance programs that can be used to meet a community's development needs. In some states government agencies are not charged. Information on how to arrange for direct access to FAPRS through private time sharing companies is also available. These three companies are licensed to use and sell FAPRS:

Dialcom
1104 Spring Street
Silver Spring, MD 20910
Attn: Dave Smith

General Electric
Information Services
1051 17th Street, N.W.
Washington, DC 20036

Services Bureau Co.
2101 L Street, NW
Washington, DC 20037
Attn: Cheryl Gardner

(2) The Foundation Center
888 Seventh Avenue
New York, NY 10106
(211) 975-1120

Washington DC Office:
1001 Connecticut Ave., NW
Suite 938
Washington, DC 20036
(201) 331-1400

Cleveland Office:
739 National City Bank Building
Cleveland, OH 44114
(216) 861-1933

San Francisco Office:
312 Sutter Street
San Francisco, CA 94108
(415) 397-0902

Maintains three computer data bases dealing with foundations and offers a program of special services for an annual fee. The data bases may be accessed on-line through Lockheed Information Systems, 3251 Hanover Street, Palo Alto, CA 94304 (800/227-1960).

Publishes a variety of materials on foundations, including *Source Book Profiles*, a bimonthly looseleaf service ($200); and COMSEARCH Printouts, listing foundation grants by subject categories including *Handicapped* (#62), Mental Health (#37); and Medical Care, *Rehabilitation*, Alcoholism, and Drug Abuse (#36) ($12 each paper, $4 microfiche). Publication list available.

Free Library service provides information on foundations in over 90 libraries in 50 states, Mexico, Puerto Rico, and Canada. Collections contain all Foundation Center publications, plus IRS public records (990-AR's and 990-PF's) and other special resources. Complete list of libraries available from New York office. For listings or publications call toll free 800-424-9836.

(3) Foundation Research Service (FRS)
Douglas M. Lawson Associates, Inc.
39 East 51st Street
New York, NY 10022
(212) 759-5660

Publishes annually *The Foundation 500*, a research guide which lists where (50 States, D.C., and international), and in what subject areas (67 subject areas including "handicapped"), the 500 leading foundations in the U.S. made their grants in the last tax year of record. *The Foundation 500*, which costs $40, lists all grants of $1,000 or more. The *Data Files* contain all information in the foundations' 990-AR's plus biographical data on foundation trustees.

The Lawson Associates Fund Raising Course is conducted in cities throughout the country regularly. At a cost of $200 for individual registrants, or $400 for organizational registrants (up to 5 participants), the course is offered to all purchasers in both self-study cassette and two day on-site workshop formats. It covers many aspects of private sector fund raising.

(4) Fund Raising Institute
Box 365
Ambler, PA 19002
(215) 646-7019

Publishes a comprehensive collection of guidance materials on all aspects of fund raising, including a monthly newsletter and series of very practical manuals. A publication list is available.

(5) Government Information Services
752 National Press Building, NW
Washington, DC 20045
(202) 638-5095

Provider of information on sources of federal funding for local programs. Publications include: *Local Government Funding Report*, which provides current coverage of federal aid programs and funding sources; *Congressional Boxscore*, which describes all major legislation introduced in the Congress involving federal funding to local and state governments. A hotline service answers questions on federal aid. A computer databank of federal aid information is maintained and seminars are regularly scheduled to teach grantsmanship techniques.

(6) Grant Information System
Oryx Press
2214 North Central Avenue
Phoenix, AZ 85004
(602) 254-6156

The Grant Information System is a computerized data base of current information on grants awarded by federal, state, and local governments, private foundations and associations, and businesses. Each program is indexed according to academic discipline, sponsoring organization, and grant name. Entries include information on dollar amount, requirements and restrictions, deadline dates, and renewability. This system may be accessed online through the System Development Corporation, 2500 Colorado Avenue, Santa Monica, CA 90406, (800/421-7729), and through Lockheed Information Systems, 3251 Hanover Street, Palo Alto, CA (800-982-5838).

This information may also be obtained through subscription to *Grant Information System*, a quarterly publication covering over 2000 grants ($375 a year plus $30 postage and handling). *The Faculty Alert Bulletins*, which appear monthly in each of six different categories, listing grants for which application must be made in the next five months, are sent to subscribers to *Grant Information System* without charge.

(7) The Grantsmanship Center
1015 W. Olympic Blvd.
Los Angeles, CA 90015
(213) 749-4721

Washington, D.C. Office
917 15th Street, N.W.
Washington, DC 20005
(202) 547-5005

A nonprofit education institution which conducts small-group training workshops in cities across the country: Workshops focus on program planning and development, the identification of appropriate private and public sources of funds, and effective proposals, and program ideas. Tuition is $375. The Center also publishes *The Grantsmanship Center News*, with articles on where to find funds and how to obtain funds. Subscription is $20 for one year. Publication list available.

(8) Taft Corporation
1000 Vermont Ave., N.W. Suite 600
Washington, DC 20005
(202) 347-0788
Toll free number: (800) 424-9477

A provider of information on grant opportunities. Publications include: *National Foundation Reporter* and nine *Regional Foundation Reporters*, which profile major foundations, including history, policy, and sample grants; *News Monitor of Philanthropy*, which contains current information on foundation grants; *Trustees of Wealth*, which gives biographical data on philanthropic decision makers; and the *Taft Corporate Foundation Directory*, which contains nearly 300 detailed reports on the nation's top corporate foundations and a number of titles on grantsmanship. Different pricing schedules for various product packages. Contact the Taft Corporation for details.

GLOSSARY

ACT

The formal product of a legislative body (e.g., Architectural Barriers Act of 1968). Acts become part of the body of law which governs a jurisdiction.

ACTIVITY

Any human endeavor that has a beginning point and an ending point.

ADVERTISING (See also COMMERCE BUSINESS DAILY)

The process of disseminating information about funding opportunities (grants and contracts) and needed services for which bids are solicited.

AFFIRMATIVE ACTION

Procedures mandated by law relating to equal opportunity employment, nondiscrimination, civil rights, etc. Projects and programs supported by public monies must adhere to legislated policies pertaining to personnel practices.

AGREEMENT, SUPPLEMENTAL (also contract amendment)

A modification of an existing contract which is established and agreed to by the parties involved. Such an agreement may or may not include additional funding.

APPEAL

(a) The procedure by which an offeror seeks to challenge (and hopefully reverse) a decision by the funding agency not to approve (or to approve but not fund) a specific proposal. Access to this process is usually allowed to all individuals and agencies making application for public monies. (b) The action taken by an unsuccessful offeror in relation to the funding agency.

APPLICANT (See OFFEROR)

APPROACH

The strategy by which the offeror proposes to accomplish the objectives of the project. The appropriateness and feasibility of the "approach" component of the proposal are weighted heavily in the review process.

APPROPRIATED FUNDS (see APPROPRIATIONS)

APPROPRIATION, ANNUAL

An allotment (of funds) for the fiscal year specified in the appropriations act.

APPROPRIATIONS (also appropriated funds)

Monies authorized by a government (local, state, federal) to carry out the intent of a specific legislated effort (and the projects which are authorized by it).

APPROPRIATIONS ACT

The legislation which specifies the level of funding (amount of money) and the program for which funding is approved.

APPROVAL

The funding agency's positive sanction of a proposal as being worthy of support as it is presented (or with minor modifications). Implementation of the project will occur if and when funds are appropriated by the legislative body.

APPROVED WITHOUT FUNDING

The funding agency's positive sanction of a proposal without funding attached. The proposal is accepted as sound and viable, but is not funded for implementation. Such a situation frequently occurs when the funding agency does not have the means to fund all sound proposals and must select the ones of highest priority and broadest ultimate impact.

AUDIT

(a) The procedure by which the financial administration of a grant or contract is investigated and/or monitored by agents of the funding agency or representatives of firms under contract to the funding agency. (b) A review of the financial management of a grant or contract.

AUTHORIZING LEGISLATION

An act, statute, code, or other legislative product which provides the legal basis for a particular action, program, service, policy, etc.

AWARD, GRANT OR CONTRACT

(a) The judgment of a funding agency to provide funds to a specific offeror after a proposal is approved. (b) The monies received by an offeror.

BID

(a) An offer submitted in response to a formally advertised invitation for bids to buy from or furnish supplies or services to the government under certain prescribed conditions. (b) the act of submitting a bid or offer.

BIDDER (see OFFEROR)

BIDDER'S MEETING

A meeting convened by a funding agency in conjunction with or shortly after the issuance of an RFP (Request for Proposals) to answer questions that arise among the prospective offerors.

BLOCK (BLOC) GRANT (see also CATEGORICAL GRANT, FORMULA)

A lump sum allocation provided to a jurisdiction (usually state or community) for broad purposes as authorized by legislation. Recipients have flexibility in the distribution of such funds as long as the basic intent of the legislation is fulfilled. Block grant allocations are made according to a specified formula, such as population or other socio-economic factors.

BOILERPLATE

Standard sections, paragraphs, or pages that have repeated use and application in various proposals: staff resumes, institutional descriptions, fact sheets, etc. Too much boilerplate material (e.g., methodology, research design, etc.) makes a proposal unresponsive and decreases chances of funding.

BUDGET

(a) The financial plan governing the expenditure patterns for implementing a project, program, or service. The budget should reflect the tasks outlined in the work statement contained in the proposal. Frequently, the funding agency has a prescribed format (budget outline) to follow. (b) The process by which dollar amounts are affixed to component activities within a proposal.

BUDGET JUSTIFICATION

A narrative explanation of (a) specific items of a budget and/or (b) an entire budget. A justification may be required by a funding agency when an unusual expenditure is included in a proposal or when a potentially questionable sum is allotted for an aspect of project work.

BUDGET SUMMARY

A concise budget showing only totals of major budget categories (e.g., personnel, travel, etc.). This format enables the funding agency to see proposed expenditure patterns at a glance.

CAPITATION GRANTS

Grant made to an institution for training purposes, amount of award based on enrollment.

CARRY OVER (see also TRANSFER OF FUNDS, UNEXPENDED FUNDS)

The process by which unexpended funds are brought forward into a succeeding project year (or period).

CATEGORICAL GRANT (FUNDS) (see also BLOCK GRANT, FORMULA)

Monies allocated on the basis of a formula to be used for a specific type of activity or population group and/or in response to specific priorities of the funding agency.

COMMERCE BUSINESS DAILY (CBD) (see also ADVERTISING)

Issued five days a week, this publication of the U. S. Department of Commerce lists all the goods and services the U. S. Government wishes [illegible] purchase or have developed. It lists all RFP's (Requests for Proposals). Although costly (about $75 per year), the CBD is a valuable investment; subscribers are kept informed of new sources of grant and contract funds.

CONFERENCE GRANTS

Grant awarded to support the costs of meetings, symposia or special seminars.

CONSORTIUM

An arrangement whereby several agencies or organizations band together for purposes of submitting a single proposal. In this manner, a significant level of need can be shown, thereby providing a greater justification for financial support. In addition, the combined capabilities allow a higher level of effort than can be achieved by individual agencies or organizations acting independently.

CONSTITUENCY

The group of persons served by a person or agency. The constituency is the group on whose behalf a person or group advocates the initiation of new programs and projects.

CONSTRUCTION GRANTS

Grant made to provide support for building, expanding and modernizing facilities.

CONTINUATION PROPOSAL (see also INITIAL PROPOSAL APPLICATION, REFUNDING)

A proposal which is submitted to the funding agency to secure additional support to continue the life of the grant or contract. For example, if an offeror requests and receives approval of a three-year project and funds for the first year by way of the initial proposal, a continuation proposal must be submitted to receive funds for the second and third years. Preceding each new project year the grantee/contractor must negotiate a budget.

CONTRACT

(a) An agreement, enforceable by law, between two or more competent parties to do something not prohibited by law. (b) A written document that defines the terms, conditions, and period of performance in relation to a specific work effort. It also states the terms under which payment will be rendered in return for satisfactory accomplishment of contract objectives. There are different kinds of contracts (for different types of work) and different methods of payment. (c) The process by which one party negotiates and secures a service or materials from a second party.

CONTRACT AMENDMENT (see AGREEMENT, SUPPLEMENTAL)

CONTRACT, NEGOTIATED

A contract obtained by a funding agency by direct agreement with a contractor, without formal advertising for bids, but after soliciting proposals from qualified sources.

CONTRACTING OFFICER

The individual who is the authorized representative of the government (or other funding agency) to deal with the contractor. This individual has authority to negotiate and award contracts on behalf of the government (or other funding agency) and to make changes in and amendments to the contract.

CONTRACTOR

(a) The recipient of a contract award. (b) The individual or agency responsible for completing the objectives outlined in a contract.

COPYRIGHT

The exclusive legal right to reproduce, publish, and sell the matter and form of a literary, scientific, artistic, (etc.) work. Copyright provisions which spell out the legal rights of the contractor/grantee and funding agency to the product of a contract or grant vary from grant to grant, from contract to contract.

COST-EFFECTIVE

Proposed accomplishment of the work of a particular project in such a way that maximum value and benefit are achieved from the investment of resources. Costs of a product are justified by the value of the ultimate outcomes. Cost-effectiveness is achieved through careful planning and continuous review and modification of the work plan during the life of a project.

COST-PLUS-FIXED-FEE CONTRACT

A contract which authorizes reimbursement to a not-for-profit contractor for costs incurred, plus payment of a fixed fee. The fee may be adjusted if contract requirements change.

COST-SHARING

An arrangement whereby the contractor receives reimbursement for only a portion of the costs incurred during the performance of a project. In other words, the funding agency and contractor share the costs.

DEBRIEFING

(a) The process by which an unsuccessful offeror meets with representatives of the funding agency to gain an understanding of the factors which contributed to the disapproval of the proposal. Access to a debriefing session is the right of all unsuccessful offerors when the funding agency is at the national (public) level. (b) The meeting at which parties discuss disapproval.

DEFERRAL

Postponement by the funding agency of a decision regarding the disposition of a proposal. Generally, more information is required to clarify aspects of the proposal.

DELIVERABLES

The products which the contractor/grantee is required to provide to the funding agency. These are specified in the proposal and may include progress reports, publications, models, materials, and/or equipment, etc.

DEMONSTRATION PROJECT (see also RESEARCH PROJECT, TRAINING PROJECT)

A project which is funded to establish or demonstrate the feasibility of a theory, approach, program, etc.

DIRECT COSTS (see also INDIRECT COSTS)

Costs which are directly attributable to the conduct of a project. Typically these include staff labor, travel, per diem, communications, reproduction/printing, and equipment/supply items procured specifically for the project.

DISAPPROVAL

A decision of the funding agency not to accept or fund a proposal for any one or more reasons. Common reasons for disapproval include: poor research design; lack of offeror expertise; unreasonable objectives; non-priority concern of funding agency; cost-ineffectiveness; duplication of previous work. A disapproved proposal may be reworked and resubmitted.

DISCRETIONARY FUNDS (see also EARMARKED FUNDS)

Funds which may be used to support projects in accordance with legislation which permits the funding agency to exercise judgment in selecting what proposals shall he approved and how much shall be awarded.

DISSEMINATION-UTILIZATION GRANT/CONTRACT

An arrangement which enables the grantee or contractor to disseminate the products and/or results of a project in ways that bring to a larger audience what was accomplished during the project. Separate proposals for D-U grants/contracts must be submitted to the funding agency. D-U arrangements are one means to institutionalize (integrate into the mainstream) an approach, product, or theory.

EARMARKED FUNDS (see also DISCRETIONARY FUNDS)

Fund which are designated for (committed to) a specific general purpose or population group; for example, a funding agency may earmark a portion of its appropriated monies for training activities or for programs for developmentally disabled persons.

EDUCATIONAL AND OTHER NONPROFIT ORGANIZATIONS

Any corporation, foundation, trust, or institution operated for scientific or educational purposes and not organized for profit; no part of its net earnings inure to the profit of any private shareholder or individual.

ENCUMBERED FUNDS (see also EXPENDED FUNDS)

Funds which have been committed for a specific activity or purpose but not disbursed. For example, a purchase order may be written for a piece of equipment which costs $100. This amount is encumbered; it cannot be used for anything else.

ENTITLEMENT FUNDS (see also FORMULA)

Funds allocated and awarded primarily on the basis of a formula that seeks to spread the available funds in some sort of equitable fashion. The allocation formula will attempt to rationalize on the basis of some implication of need and may involve such factors as size, location, population, etc.

EVALUATION CRITERIA

A set of factors against which proposals are assessed. Offerors (bidders) are generally advised of these factors in the Request for Proposals (RFP) and their order of importance and approximate weight in the decision making process.

EXPENDED FUNDS (see also ENCUMBERED FUNDS)

Funds which have been disbursed.

EXTENSION

An agreement requested by the contractor/grantee to extend the project beyond the period originally agreed to. A written request outlining the rationale for the change in the time frame is necessary as an initial step. Negotiations may be called for. The request may or may not be honored. Extensions usually do not entail additional funding because the extra time allotted is used to complete the work outlined in the existing contract or grant.

EXTRAMURAL (see also IN-HOUSE)

Literally, "outside the walls." Funding support which comes from a source other than the agency, institution, or organization submitting a proposal.

FEDERAL PROCUREMENT REGULATIONS

Regulations which apply to all federal agencies to the extent specified in the Federal Property and Administrative Services Act of 1949, as amended, or in other law. These regulations apply to procurements made within and outside the United States.

FIELD INITIATED STUDY (see also RFP, UNSOLICITED PROPOSAL)

A project proposal initiated by an agency, institution, or organization in response to a felt need of that unit. This type of proposal is the opposite of one which is developed by a unit in response to an RFP (Request for Proposals) issued by a funding agency. Field initiated studies may be solicited by a funding agency. However, many such proposals are submitted to the funding agency as unsolicited proposals.

FIELD READER

A professional person who contracts with a funding agency to review and evaluate proposal submissions within his/her area(s) of expertise. He/she participates as called upon in one component of the mandatory review process. (NOTE: there are some instances in which field readers are not used--sole source contracts, private foundations).

FISCAL YEAR

The budgetary year established by a particular administrative structure. The most common time periods are from January 1-December 31 (calendar year) and July 1-June 30.

FIXED PRICE CONTRACT

A contract for which costs can be estimated with reasonable accuracy and design or performance requirements can be reasonably well defined. A firm dollar figure is attached to the contract by the funding agency.

FORMULA (see also BLOCK GRANT, CATEGORICAL GRANT, ENTITLEMENT FUNDS)

Prescribed by legislation or regulation, a means of allocating funds to specified grantees which does not entail review of individual projects. Rather, funds are granted on the basis of such factors as population, enrollment, per capita income, or a specified need. In other words, a school system may receive "X dollars per 100 disabled children".

FOUNDATION

A nonprofit, nongovernmental organization endowed with a fund of its own in trust. Managed by its own directors, a foundation is established to maintain or aid social, educational, charitable, religious, or other activiites serving the common welfare. Foundations are tax-exempt, and contributions to them are tax-deductible (Section 501 of the Internal Revenue Code).

FOUNDATION DIRECTORY, THE

A publication of The Foundation Center which contains valuable information on foundations across the country--what they are; where they are located; their funding focus; etc.

FUNCTION

A label that is used to identify one or more activites that are related by a common purpose or intent.

FUNDING AGENCY (also grantor, sponsoring agency)

The source of funds awarded for grants and contract.

FUNDING CYCLE

The schedule established by a funding agency which sets the periods during the budgetary (fiscal) year when proposals are accepted and funds are awarded.

FUNDING PERIOD

The time frame during which project funds may be expended.

GENERALIZABILITY (see also UTILITY)

(a) The characteristics of a research study which allow it to be replicated in other settings. (b) The characteristics of research findings which allow them to be rather widely applied. (c) The characteristics of a product or system which allow it to be used or instituted in a variety of situations. Generalizability is often one of the evaluation criteria of the proposal review process.

GOAL (also project goal)

A broad statement of purpose or intent for the project. A project goal does not call for any specific accomplishment, nor does it specify a time frame during which it is to be accomplished.

GRANT

An award of funds (with minimal limiting conditions) for stated purposes. The general criteria against which grant proposals are judged are (a) the value of the proposed work to the public and (b) the capability of the offeror to contribute to the public good.

GRANTEE

The recipient of a grant award.

GRANT FUNDS

Funds that are generally awarded to an individual, organization, or agency with few strings attached to their precise disposition. Grant funds are often awarded for a stimpulated period of time or level of support, rather than for the accomplishment of specific objectives.

GRANTOR (see Funding Agency)

GRANTS AND CONTRACTS OFFICE (or similar title)

The unit within the funding agency which is responsible for coordinating the award, monitoring, and funds disbursement for grants and contracts.

GRANTSMANSHIP

The complex process of attracting monies through submission of proposals to funding agencies. While generally used to refer to the process of attracting extramural dollars, the term grantsmanship also applies to the process of attracting in-house funds or approval of specific projects. Language and procedures used in grantsmanship vary with the public (government) and private (foundation) sectors. However, there is an extensive common terminology; and there are generally accepted procedures which facilitate achieving positive responses from funding agencies. Once the grantsmanshop process is mastered, it can be applied in any situation.

GUIDELINES

Instructions provided by a funding agency to be used (a) in the preparation of a proposal and/or (b) to guide the proposal submission process and/or the delivery of reports and products. Deviation from the guidelines may result in disapproval of a proposal or legal difficulties between the contractor/grantee and the funding agency.

IMPOUNDED FUNDS

Monies appropriated by a legislative body but withheld (made inaccessible) by executive order.

INCREMENTALLY FUNDED CONTRACT/GRANT (see also CONTINUATION PROPOSAL)

A funding procedure which is used when the total effort for a project is due to be performed over a multiple-year period. Additional funds are allotted by the funding agency at specific times to cover increments of performance.

INDIRECT COSTS (also overhead, burden) (see also DIRECT COSTS)

Costs which are indirectly attributable to the conduct of a project. These costs are associated with maintaining a project staff and essential elements of operation -- typically rent, utilities, administrative records, mainteneance, etc. Indirect costs are frequently expressed as a percentage of total direct costs. There are usually regulations which set the maximum allowable percentage.

IN-HOUSE (see also EXTRAMURAL)

Within a particular agency (as opposed to extramural). The term generally refers to capabilities and resources of the offeror.

INITIAL PROPOSAL APPLICATION (see also CONTINUATION PROPOSAL)

The first proposal submitted to a funding agency to request funds for a project. The initial application outlines all work to be performed -- whether it be for a month or several years.

IN-KIND CONTRIBUTION

Goods or services having monetary value made available as a contribution to the project by the agency/organization receiving extramural monies. If the organization makes a truck available for use in a project, it makes an in-kind contribution. If the organization puts up the funds to buy the truck, the contribution is a cash contribution and not an in-kind contribution.

LEGISLATION

The enactment of a legislator or legislative body which becomes part of the body of law governing a jurisdiction.

LETTER OF INTENT

A letter submitted to a funding agency expressing the interest of an individual, agency, or organization in submitting a proposal for funding.

LETTER OF TRANSMITTAL

The official letter from the offeror which accompanies the proposal submitted to a funding agency.

LEVEL OF EFFORT

When the work statement is written in broad general terms and describes the degree of effort to be expended within a given period of time, a level of effort can be expressed in the contract. This is an expression of the number and type of manhours or man-months that the government is purchasing under the contract.

LINE ITEM

A budget entry which represents the total allotment for a specific type of expenditure - e.g., salaries, travel, duplication, supplies, etc. With the approval of the funding agency, funds may be transferred from one line item to another (by the percentage allowed by the funding agency).

LOCK (see WIRED)

MANPOWER LOADING

The schedule of manpower use or allocation over the duration of the project, i.e., hours/day, hours/week, hours/month, percent of time, etc.

MATCHING FUNDS

Usually set by a formula ration established by the funding agency, matching funds are the monies which the offeror agrees to provide as its contribution to a work effort. The funding agency's contribution is dependent upon the offeror's input. For example, such a ratio may be established at 75 (funding agency)/25 (offeror). In other words, the funding agency will contribute $3 for every $1 promised by the offeror. There is frequently a legal limit set upon the contribution of the funding agency.

MONITORING

The process by which project activities are reviewed and followed, usually by a representative of the funding agency.

NEEDS

The existing conditions which can be shown to have an unfavorable or negative impact upon a specific group of persons or which give rise to the development of a specific proposal. .Every proposal must contact a statement of need.

OBJECTIVE

(a) A statement of what the offeror is willing to be accountable for as a result of spending the funding agency's money. (b) A statement of what is to be accomplished during the project period. All proposals must contain clear objectives.

OFFEROR (also bidder, applicant)

An individual or group applying (through proposal or funding request) to a funding agency for support.

OUTCOME

The result of engaging in an activity. An outcome outlives the activity which created it.

OUT-OF-POCKET FUNDS

Expenditures borne by the grantee/contractor for (a) activities not authorized by the terms of the award and/or (b) in excess of the total amount of the award.

OVERLOAD

A situation which occurs when the total commitments of an individual contractor or grantee or an individual supported in part or in full by contract or grant funds add up to more than 100 percent of full-time effort. It is against the law for one person to receive government funds which exceed 100 percent of his/her full-time salary.

PEER REVIEW

One phase of the total proposal review process during which individuals knowledgeable about the proposal's content evaluate it against criteria established by the funding agency. Evaluation reports submitted by the peer reveiw panel are considered by the funding agency during the decision making process.

PHASING (see also TIMELINE)

Division of the project effort into areas or stages of accomplishment, each of which must be completed and approved before the contractor may proceed to the next.

PLANNING GRANT

A grant made to support planning, developing, designing, and establishing the means for performing research or accomplishing other approved objectives.

PRICE PROPOSAL (see also TECHNICAL PROPOSAL)

That component of the total proposal which contains the budget, budget justification, and related financial elements. Often the price proposal is submitted as a separate document which accompanies the technical proposal.

PRIME CONTRACTOR (see also SUBCONTRACTOR)

The person or agency receiving an award of funds to accomplish a prescribed scope of work. This person or gaency is held accountable for all work done in connection with the project.

PRIORITIES (see also RESPONSIVENESS)

The areas which a funding agency selects as the focal points for its funding strategies. These areas or conerns are articulated in the guidelines made available to offerors. Priorities may change from year to year. Proposals which do not respond to stated priorities are usually not considered by the funding agency.

PROCUREMENT

Obtaining material or services by purchasing, renting, leasing, or other means from sources outside the government.

PROJECT CONCEPT (see also PROPRIETARY IDEA, PUBLIC DOMAIN)

The idea around which a proposal is developed. A project concept may be original or it may be similar to concepts of other projects.

PROJECT MONITOR (also project officer)

The representative of the funding agency who is responsible for overseeing the conduct of a project; the individual to whom the contractor or grantee is accountable.

PROJECT PERIOD (also project duration)

The life of a project; the period for which funding is awarded.

PROJECT SCOPE (also scope)

The amount of effort required to accomplish the objectives of the project. Scope is expressed either numerically in terms of total dollar cost or in terms of the project's procedures and manpower utilization plan.

PROPOSAL

A document describing what the offeror promises to achieve in return for the investment of sponsor funds.

PROPRIETARY IDEA/CONCEPT (see also PROJECT CONCEPT, PUBLIC DOMAIN)

An idea or concept that is not in the public domain. Disclosure of descriptions or accounts thereof may compromise an offeror's position relative to a competitor.

PROSPECTUS

A document provided by a group or individual to a funding agency describing a rationale for a project and explaining why a proposal should be requested. It is used by some funding agencies to screen proposal submissions and/or reduce the expenses of unsuccessful offerors (applicants).

PROVISIONAL APPROVAL

The decision by the funding agency to approve a proposal with the stipulation that the offeror make recommended changes to strengthen or clarify specific aspects of it. When the changes are made to the satisfaction of the funding agency, full approval is obtained.

PROVISIONS

(a) General -- clauses required for all contracts and grants awarded by a funding agency. (b) Special -- elements of a specific contract or grant which are appropriate only to that document (e.g., scope of work, price, delivery date, etc.).

PUBLIC DOMAIN (see also PROPRIETARY IDEA/CONCEPT)

Belonging to all people -- the public. Unless otherwise specified in a grant or contract, all ideas, concepts, and products resulting from activities supported by public funds are within the public domain; that is, they belong to all people and cannot be copyrighted by the individuals who develop them. Reproduction is permissible without approval from the authors or developers. Usually, credit is given.

QUALIFICATIONS (OF OFFEROR) (see also REQUEST FOR QUALIFICATIONS)

The resources, past performance, and capabilities of an individual or group which point to an ability to undertake a project.

RFP (REQUEST FOR PROPOSALS) (see also SOLICITATION, FIELD INITIATED STUDY)

A document issued by a funding agency for the purpose of inviting qualified individuals or organizations to submit a proposal to accomplish a specific scope of work outlined by the funding agency.

RFQ (REQUEST FOR QUOTE)

A document issued by a funding agency to invite qualfied individuals or organizations to submit a price quotation to accomplish prescribed work or deliver a specific product or commodity.

RECIPIENT (see GRANTEE, PRIME CONTRACTOR)

REFUNDING (see also CONTINUATION PROPOSAL)

Award of additional grant/contract monies for successive years of a multiple-year project. Refunding is not automatic. Each year a new budget and description of proposed activities must be submitted by the grantee/contractor and approved by the funding agency. "Non-competitive" refunding occurs when the award of additional monies depends solely upon the merits of a project. "Competitive" refunding occurs when all projects being considered for continuation are grouped together and judged by external criteria (e.g., agency priorities, ultimate benefits). The projects of highest rank are refunded. "Competitive" refunding may be the result of a cutback of the agency's or foundation's program or it may be a general agency or foundation policy.

REGULATIONS

The guidelines which are written to detail the implementation process of a specifi legislative enactment. Public comment about a set of regulations is mandated prior to their adoption. Regulations are announced in the Federal Register which is published daily (except weekends) by the Federal Government.

RENEWAL

A supplemental agreement to an existing contract for continuation of work with the incumbent contractor.

REQUEST FOR QUALIFICATIONS (see also QUALIFICATIONS)

A document issued by a funding agency to potential offerors inviting them to submit a profile of their expertise. Their demonstrated past performance and performance potential will determine whether they are asked to submit a proposal to bid on a project sponsored by the funding agency. This type of request is a screening technique.

RESEARCH PROJECT (see also DEMONSTRATION PROJECT, TRAINING PROJECT)

A project which involves investigation or experimentation aimed at the discovery and interpretation of facts, revision of accepted theories in light of new facts, or application of new or revised theories.

RESPONDENTS (see OFFEROR)

RESPONSIVENESS (see also GUIDELINES, PRIORITIES)

The attention paid by an offeror to (a) the priorities and concerns of the funding agency and/or (b) the agency's guidelines for proposal preparation. Responsiveness does not guarantee approval; however, lack of responsiveness usually leads to disapproval.

RESTRICTIONS

The limitations imposed by the funding agency upon such items as (a) eligibility to receive funds, (b) how project funds may be spent, (c) subcontracting patterns, etc.

RESUBMISSION

The act of offering a reworked proposal to the funding agency. A proposal once disapproved is redone to alleviate the deficiencies noted by the reviewers.

REVENUE SHARING

The process whereby federal funds are returned directly to lower levels of government with few or no strings attached. Revenue sharing was legislated in October 1972 and made retroactive to January 1972.

REVIEW PANEL (see PEER REVIEW)

SCOPE (see PROJECT SCOPE)

SEED MONEY PROJECT

A project that is intended (after initial funding) to create a continuing or long-term impact without the subsequent infusion of outside support. In other words, a project that becomes self-sustaining.

SERVICE GRANTS

Grant made to support costs for the purpose of organizing, establishing, providing or expanding the delivery of services, e.g. health or mental health services, to a specified community or area. This may also be in the form of a block grant.

SOLE SOURCE CONTRACT

A contract awarded on a non-competitive basis. The offeror (a) possesses exclusive or preeminent qualifications to perform the required work, (b) has access to unique, necessary facilities, or (c) is the only individual or group meeting the requirements established by the funding agency. Frequently the funding agency approaches a specific individual or group it believes is best suited to the requirements of the job.

SOLICITATION (see also RFP)

A formal or informal invitation offered by a funding agency requesting the submission of proposals from specified or unspecified sources.

SOLICITED PROPOSAL (see also UNSOLICITED PROPOSAL)

A proposal submitted by an offeror in response to a solicitation of a funding agency. The project concept and felt need originate with the funding agency.

SOURCES FOR SOLICITATION

The offerors (bidders) to whom the Request for Proposals (RFP) will be sent.

SPONSORING AGENCY (see FUNDING AGENCY)

STAFFING GRANTS

Grants made to an institution to provide support for salaries of professional and technical personnel and their inservice training.

STATEMENT OF ASSURANCES

Reference in a proposal to specific conditions with which contractors/grantees must comply. These conditions are set forth in legislation and include: Protection of Human Subjects, Department of Health, Education and Welfare regulations under the Civil Rights Act of 1964, etc.

START-UP ACTIVITIES

The activities which must be accomplished to get a project in gear-hiring of project staff, installation in office space, establishment of procedures, etc. These activities generally occur immediately at the start of the project period.

STRAIGHT COST-REIMBURSEMENT (REIMBURSABLE) CONTRACT/GRANT

A grant or contract which specifies that the recipient will be reimbursed only for actual expenditures incurred during the project period. This method of payment is most often used with educational and other non-profit institutions.

STUDY AND DEVELOPMENT GRANTS

Grants awarded to study and develop innovative and experimental programs leading to the establishment of a permanent component.

SUBCONTRACTOR (see also PRIME CONTRACTOR)

The individual or gorup whom the prime contractor involves in a significant way in some component of the project work.

TALKING PROPOSAL

An informal and often sketchy proposal which is used to "feel" out a potential funding source. If the funding agency demonstrates more than passing interest, the offeror may decide to prepare a formal proposal.

TARGET GROUP

A specific group of persons who are experiencing needs that can be established and in response to which a project concept is developed.

TASKS

The activities which taken together lead to the accomplishment of an objective.

TECHNICAL PROPOSAL (see also PRICE PROPOSAL)

That component of the total proposal which contains the work statement, qualifications of the offeror, and related information. Often the technical proposal is submitted as a separate document which accompanies the price proposal.

TECHNICALLY SOUND

The viability, feasibility, and utility of a proposed project. Technical soundness does not guarantee funding; however, disapproval or deferral may result if a proposal is unsound.

TIMELINE (see also PHASING)

A graphic representation (really a map) of the sequence and flow of all activities specified in a proposal. Start and end points are noted, as well as the interrelationship of the various activity patterns.

TRAINING PROJECT (see also DEMONSTRATION PROJECT, RESEARCH PROJECT)

A project which entails curriculum development, provision of training/education opportunities through academic programs, workshops, clinics, conferences, etc., or similar activity.

TRANSFER OF FUNDS (see also CARRY OVER, LINE ITEM, UNEXPENDED FUNDS)

(a) What occurs when unexpended funds are brought forth into a succeeding project period with the approval of the funding agency. (b) What occurs when unexpended funds are brought from one line item in a budget to another. (c) What occurs when one agency of government gives funds from its budget to another government agency for a specific task. (d) What occurs when an agency shifts funds from one of its units to another.

UNAPPROPRIATED FUNDS

Monies existing within a funding agency which have not been authorized to be expended.

UNENCUMBERED FUNDS (see also ENCUMBERED FUNDS, UNEXPENDED FUNDS)

Funds which have not been committed for a specific purpose through purchase order, subcontract, etc. These funds are still available within the budget.

UNEXPENDED FUNDS (see also CARRY OVER, EXPENDED FUNDS, UNENCUMBERED FUNDS)

Funds which have not been disbursed or encumbered. The monies are still available within the budget. If a project is due to continue for another funding period, unexpended funds from the current project may be carried over or transferred (with the authorization of the funding agency) and applied to the succeeding project period.

UTILITY (see also GENERALIZABILITY)

The value of a project in terms of the benefits it will have for others. Utility is one of the important evaluative criteria.

WIRED (also lock)

Award of a grant or contract is said to be "wired" when the funding agency has predetermined which individual or group will receive funds for a specific project even though other agencies are not discouraged from submitting proposals. Wiring is usually a political phenomenon.

WORK STATEMENT

That portion of the proposal (often a separate document) stating the technical objectives and requirements of the contract or grant.

YEAR-END-MONEY

Monies unencumbered by (still available to) a funding agency just prior to the fiscal year (end) freeze. If the agency is not allowed to carry over the funds into the next fiscal year, it must encumber (spend) them or lose them. Frequently the availability of year-end-money stimulates a rash of new proposals from the field.

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